

COVER Train "How To" Guide

December 2003



*HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support
to maximize Air Force Civil Engineer capabilities
in base and contingency operations*



COVER Train
Keeping Education & Training on-track throughout the 21st Century

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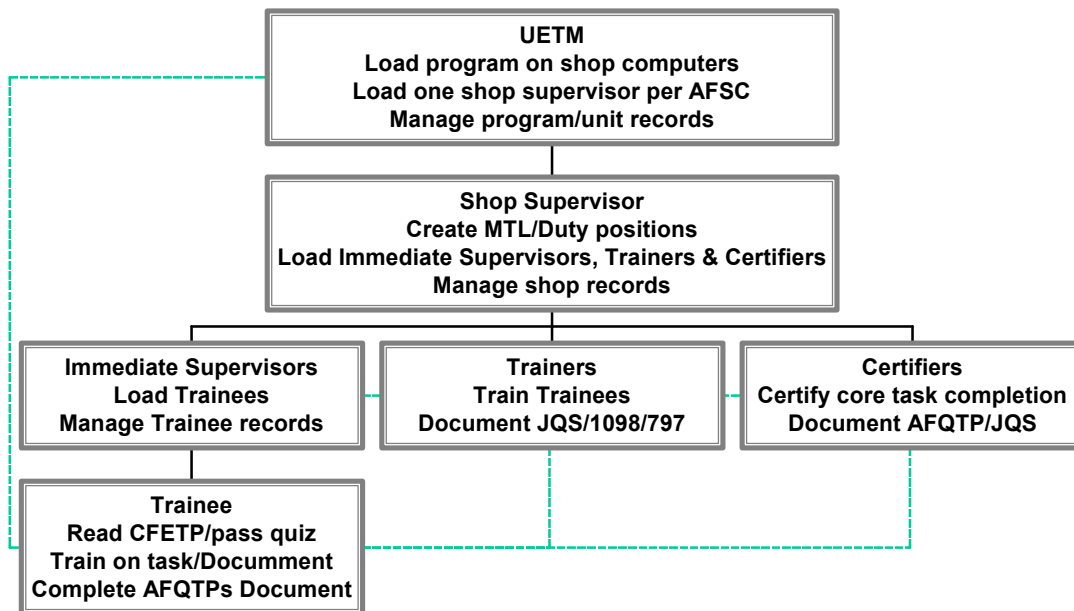
Chapter 1

INTRODUCTION TO COVER Train

1.1. What is COVER Train? COVER Train (Contingency Operations and Vocational Engineer Review Training) is a training management and distribution system. The train analogy was chosen for its simplicity and familiarity as a cargo delivery vehicle. This concept facilitates training management for all 13 CE AFSCs.

1.2. What are COVER Train’s capabilities? This product will literally “cover” CE training. This program will have the capability and capacity to deliver training to anyone, anywhere, at anytime. AFI 36-2201 was reviewed for compliance. COVER Train does not, and **will not, replace “hands-on” training**. However, advanced distributive learning media (i.e., modeling and simulation) are under review to address equipment, time, manpower, and other resource constraints. Figure 1-1 below shows general user responsibilities. See the Appendix for a comprehensive list of COVER Train’s key functions.

Figure 1-1: COVER Train User Responsibilities



Chapter 2

System Requirements and Installation

2.1. Minimum Computer System Requirements

NOTE: The following are minimum requirements; **more robust systems are recommended** for this application.

Stand-Alone PC / CMI Requirement

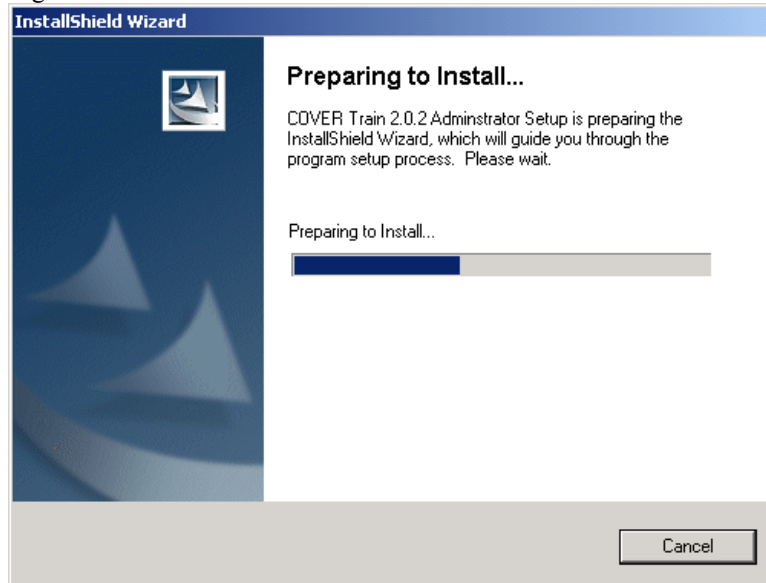
Processor	Pentium/166 MHz CPU	(Pentium II 300 MHz recommended)
RAM Memory	32MB	(64MB recommended)
Video	4MB	
Hard Drive	80MB	(450MB recommended)
Operating System	Windows (<i>All</i>), NT requires sp 6.0	
Monitor	800 x 600	
Color	16 bit	
Keyboard	101 key enhanced keyboard	
Diskette Drive	3.5" high-density diskette drive	
CD-ROM	8X CD-ROM drive	

NOTE: Please see the LAN installation guide if you are running the LAN version of COVER Train.

2.2. Installing COVER Train

2.2.1. Insert the Administrator CD into your computer's CD-ROM drive and wait a few seconds for the Install Shield program to launch. See figure 2-1

Figure 2-1



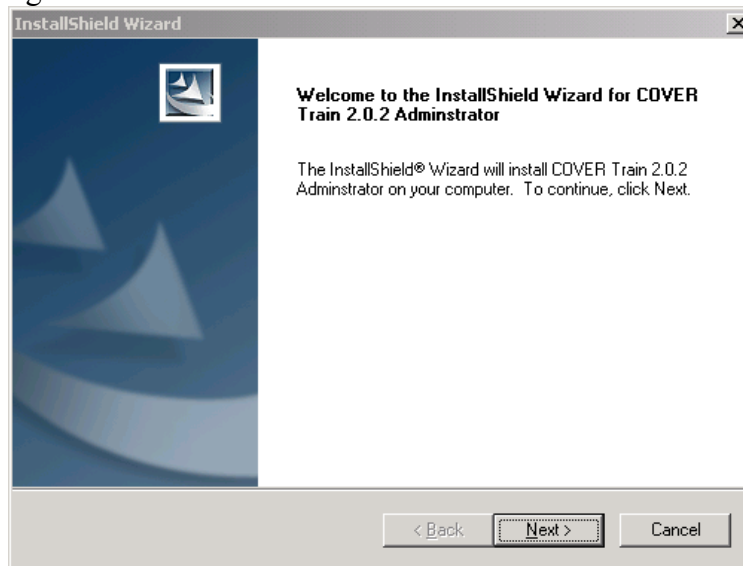
2.2.2. The Install Shield program will launch. This will prepare your computer for installation.

NOTE: You may be prompted to restart your machine here and at the end of the installation process.

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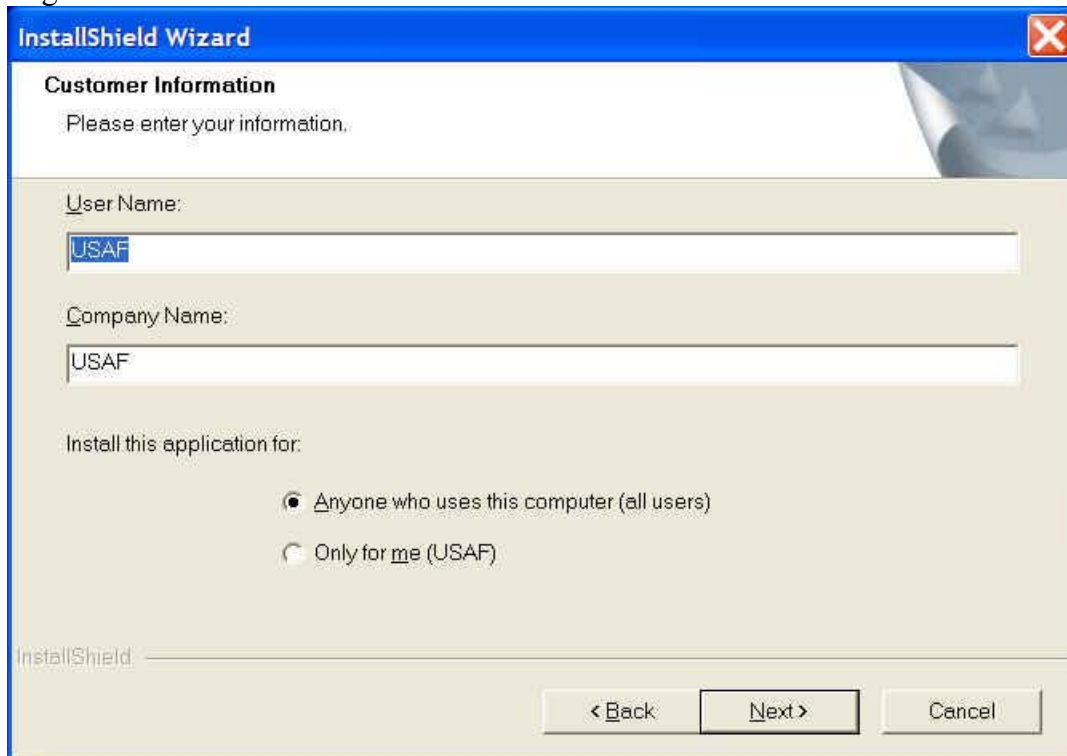
2.2.3. Select **Next** to begin installing COVER Train.

Figure 2-2



2.2.5. Enter your customer information and select **Next**.

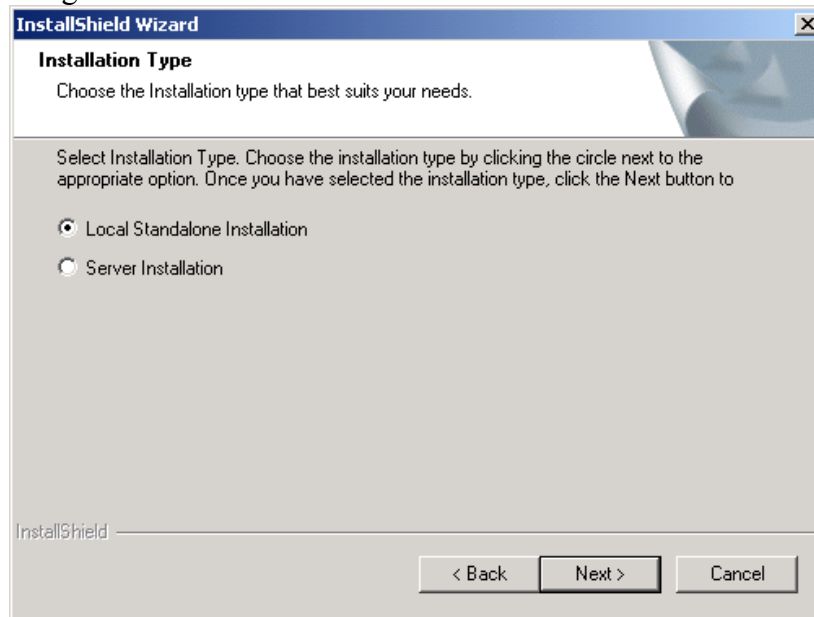
Figure 2-3



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2.2.6. Select the setup type that best suits your needs and select **Next**.

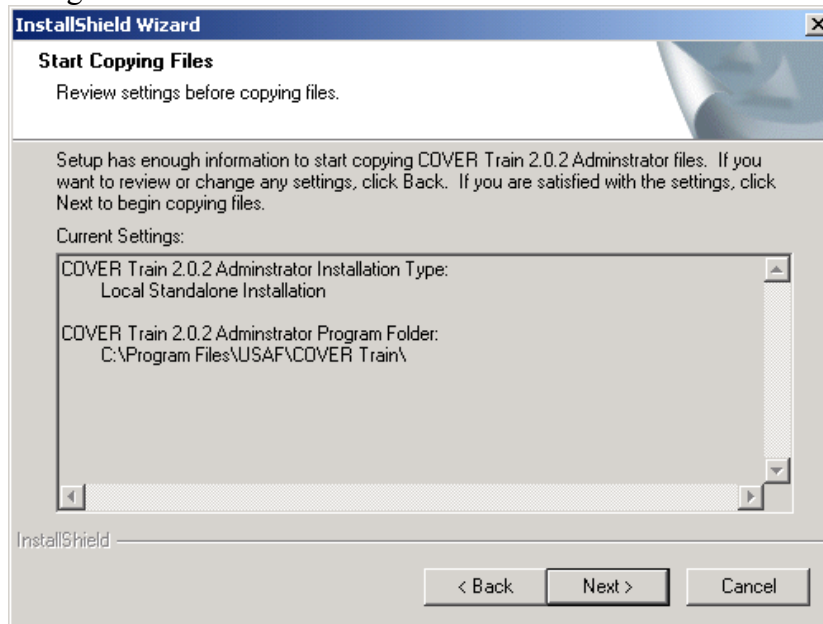
Figure 2-4



NOTE: The server installation is for system administrators only. For instructions on server installation, please see the LAN Installation Guide.

2.2.7. Select **Next** to begin installing COVER Train

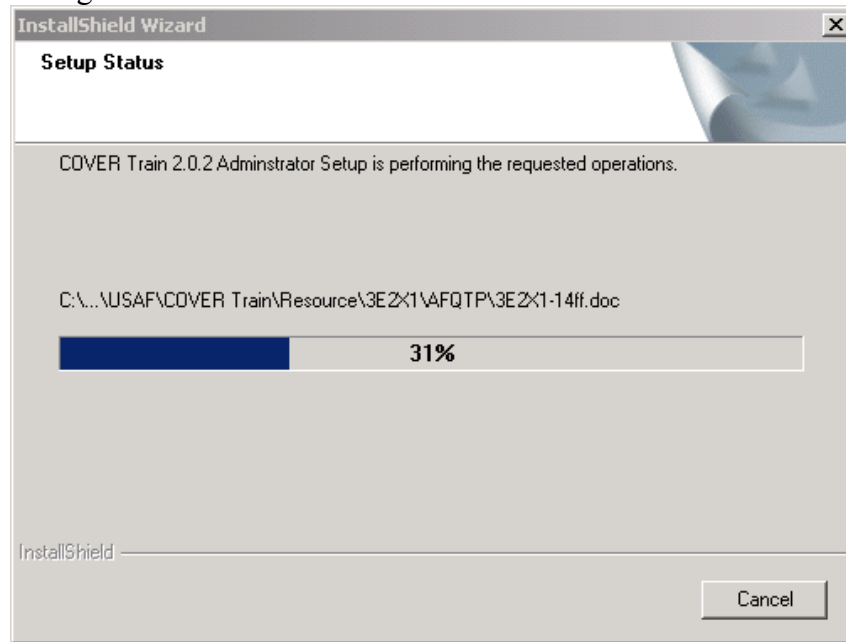
Figure 2-5



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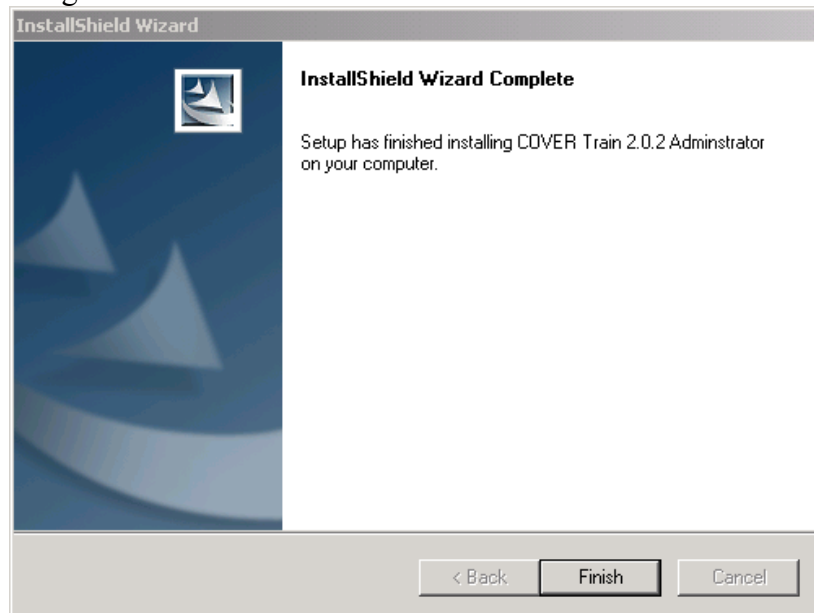
2.2.8. When the COVER Train files are successfully installed, select **Next**.

Figure 2-6



2.2.9. Select **Finish** to complete the installation.

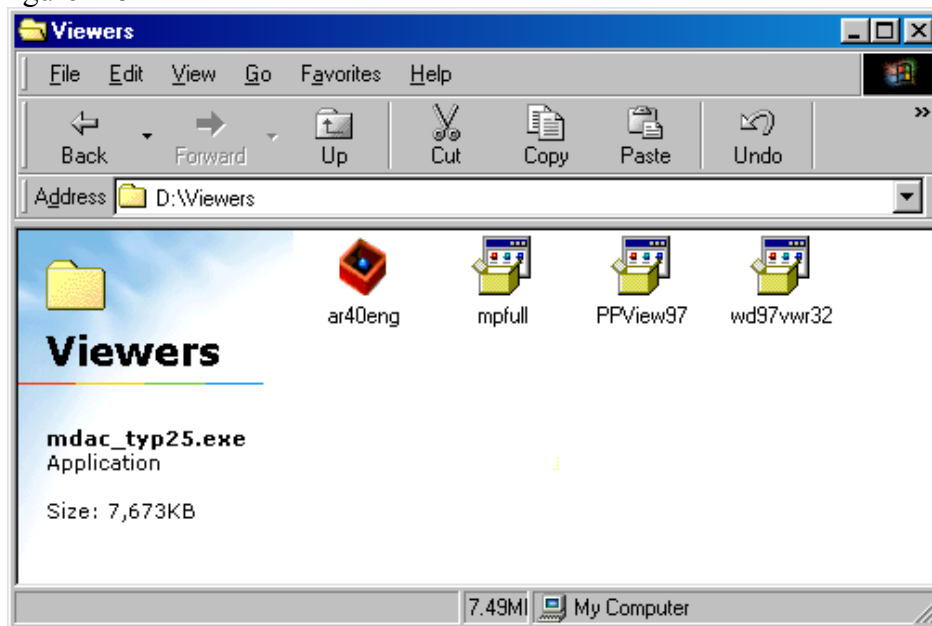
Figure 2-7



Installing COVER Train (Cont'd)

2.2.10. For COVER Train to work properly you must have several viewers installed locally. If you do not have Adobe Acrobat® Reader, Microsoft Media Player version 6.4 or higher, Microsoft PowerPoint 97 Reader, or Microsoft Word 97 Reader installed on your computer, you must do so now. From the setup screen, select the Viewers folder to open the window shown below. Double-click an icon to install the corresponding viewer. These viewers will guide you through the installation process.

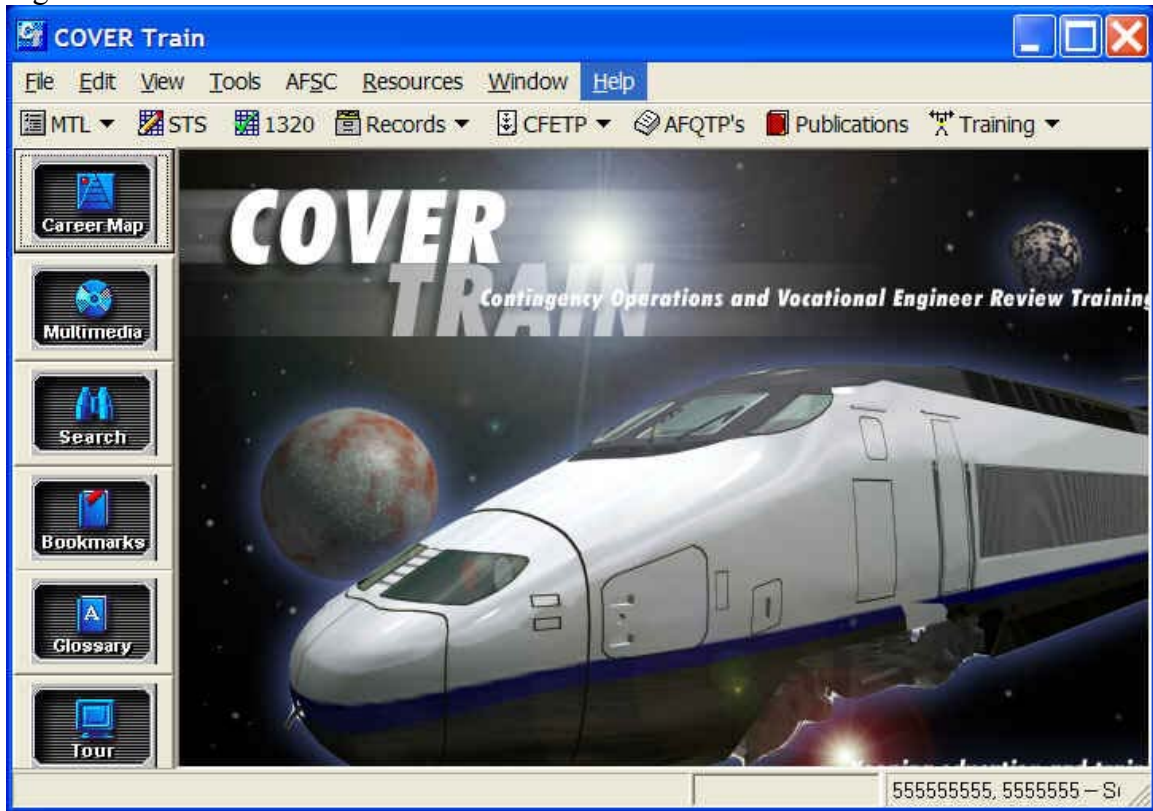
Figure 2-8



2.3. Downloading / Installing COVER Train Patches

2.3.1. From the top menu bar, **click** the help menu option.

Figure 2.9

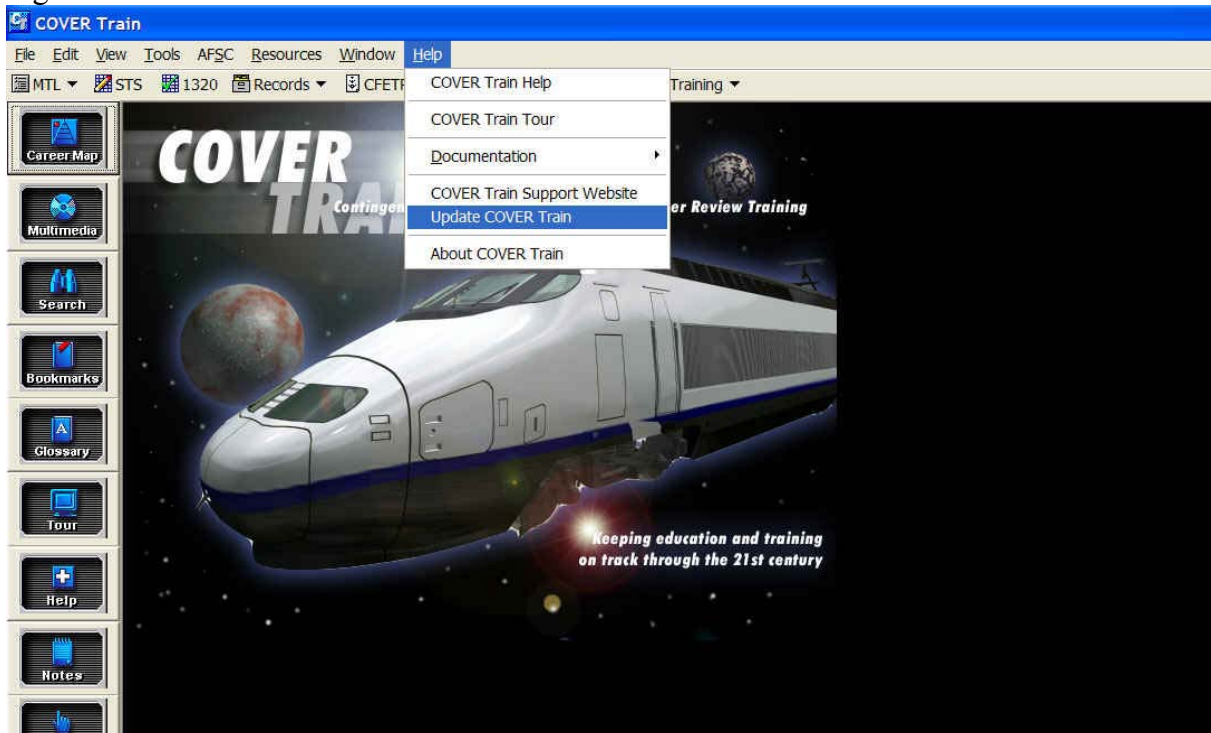


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Downloading / Installing COVER Train Patches (Cont'd)

2.3.2. From the drop down listing **select** Update COVER Train. This will open the Update COVER Train website link.

Figure 2.10



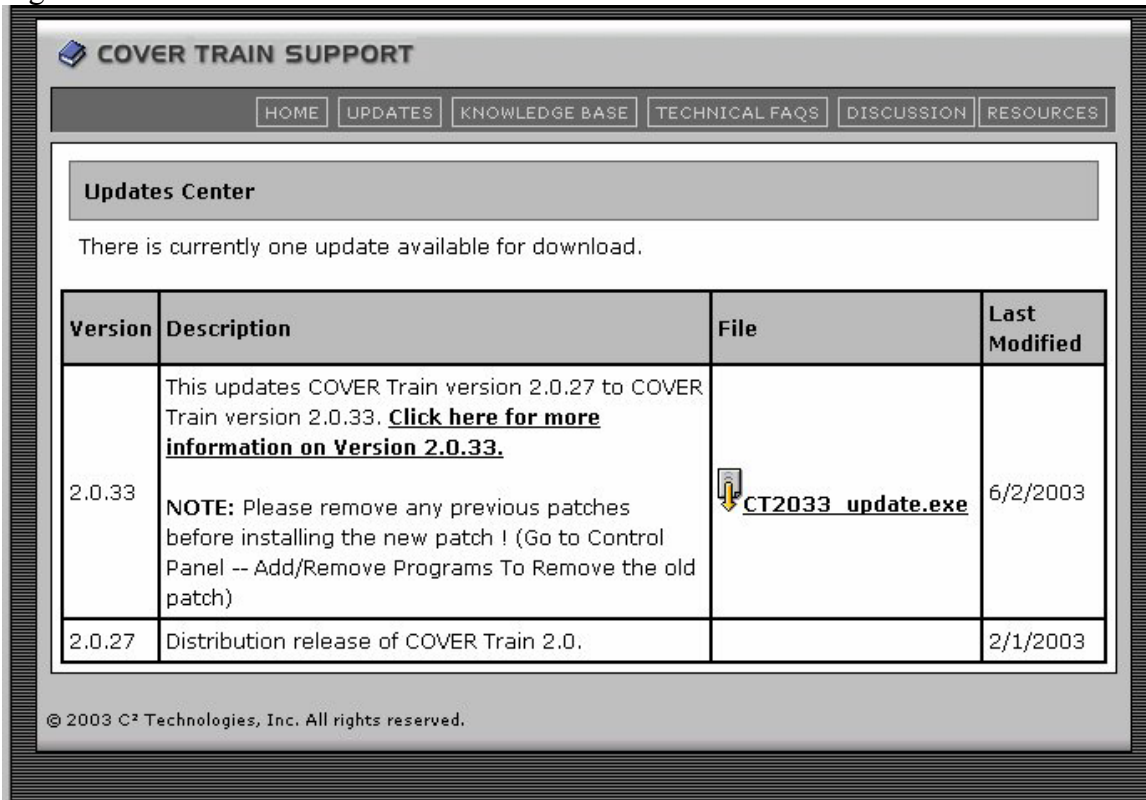
Downloading / Installing COVER Train Patches (Cont'd)

2.3.2. From the file column, **click** the patch to start the download process to your local drive.


For more information about the patch, from the description column select the “Click here for more information” link to read more about the patch.

The Last Modified Column displays the date of the patch release.

Figure 2.11



The screenshot shows the 'COVER TRAIN SUPPORT' website's 'Updates Center'. It features a navigation bar with links: HOME, UPDATES, KNOWLEDGE BASE, TECHNICAL FAQs, DISCUSSION, and RESOURCES. Below the navigation bar, a message states: 'There is currently one update available for download.' A table lists the updates:

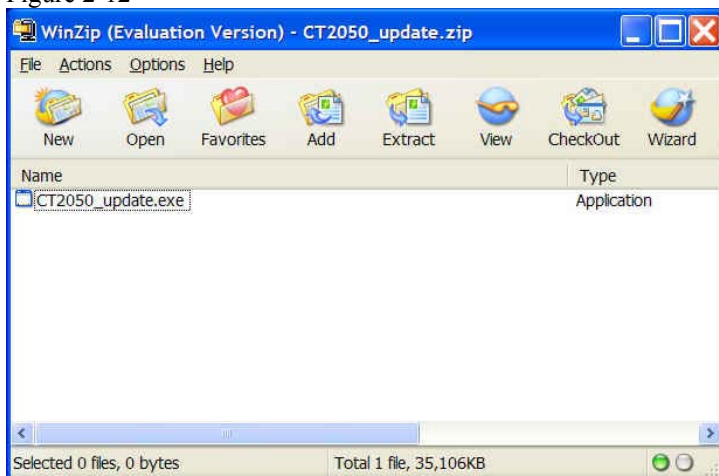
Version	Description	File	Last Modified
2.0.33	This updates COVER Train version 2.0.27 to COVER Train version 2.0.33. Click here for more information on Version 2.0.33. NOTE: Please remove any previous patches before installing the new patch ! (Go to Control Panel -- Add/Remove Programs To Remove the old patch)	 CT2033_update.exe	6/2/2003
2.0.27	Distribution release of COVER Train 2.0.		2/1/2003

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Downloading / Installing COVER Train Patches (Cont'd)

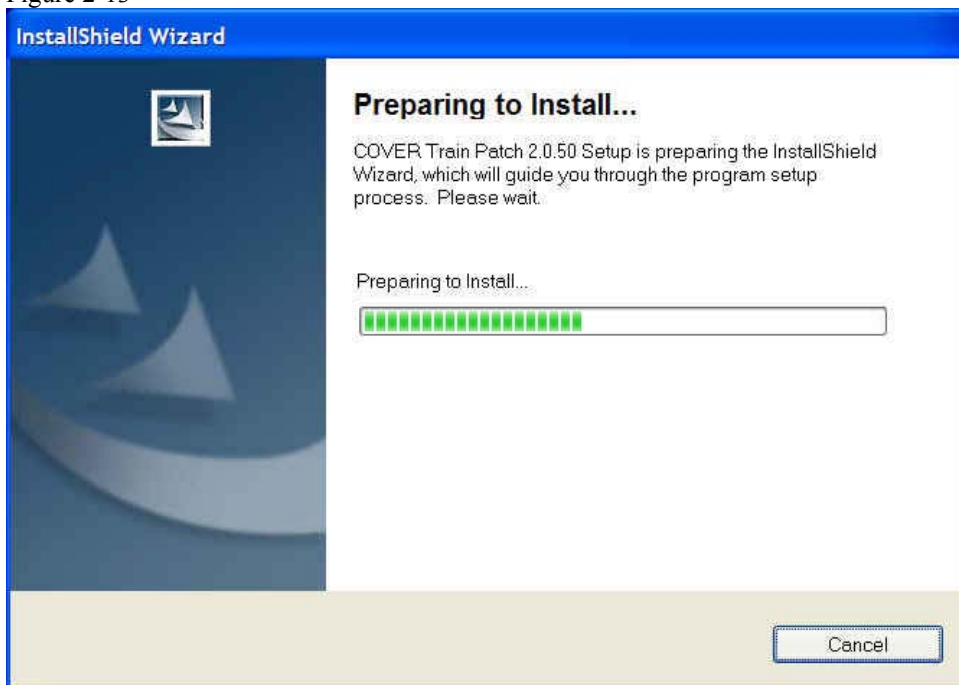
- 2.3.3. Unzip the patch by double clicking the zip file to open and click the patch to begin the extraction.

Figure 2-12



- 2.3.4. Run the patch by double clicking on the patch to begin.

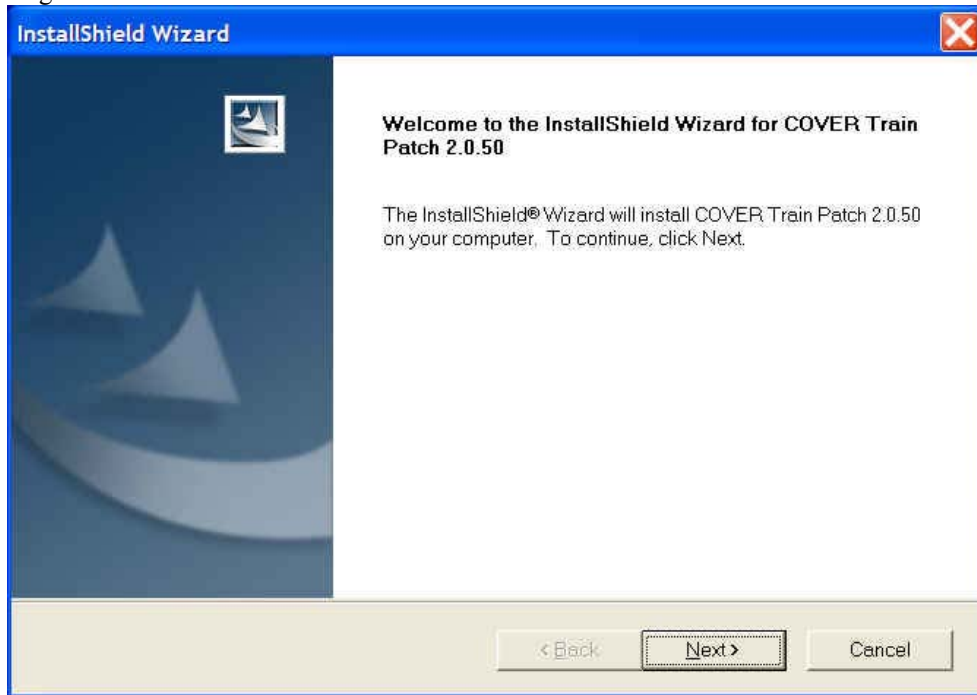
Figure 2-13



Downloading / Installing COVER Train Patches (Cont'd)

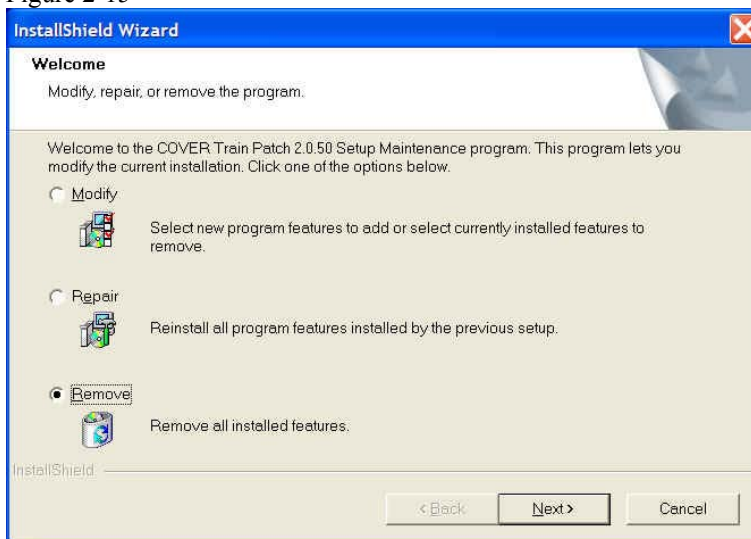
2.3.5. Click Next to begin the installation of the COVER Train patch.

Figure 2-14



2.3.6. If this is the first patch that you have installed, please Skip this step. If there is already an existing older patch located on the computer, you must remove it before continuing the install. To do this click the remove option. After the remove is complete, run the patch again by completing the steps listed above.

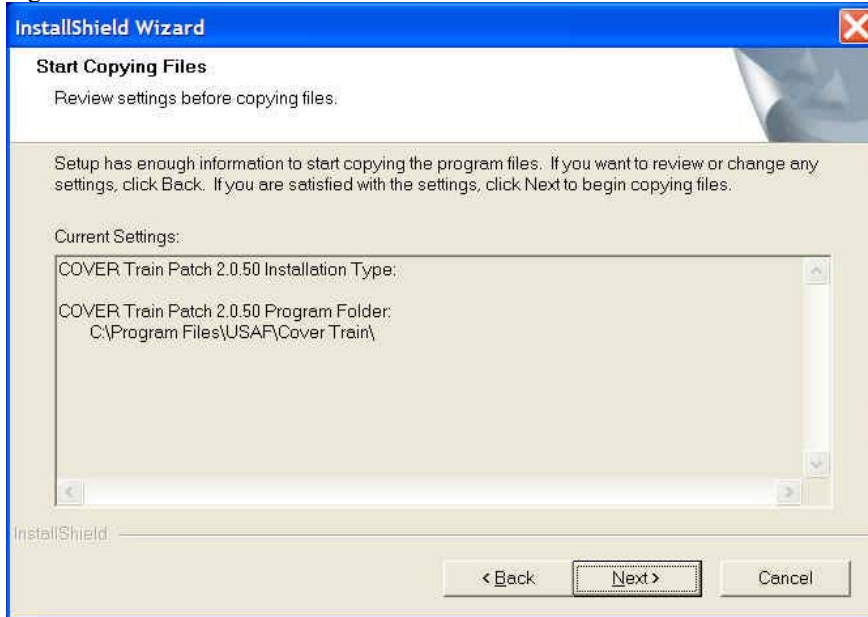
Figure 2-15



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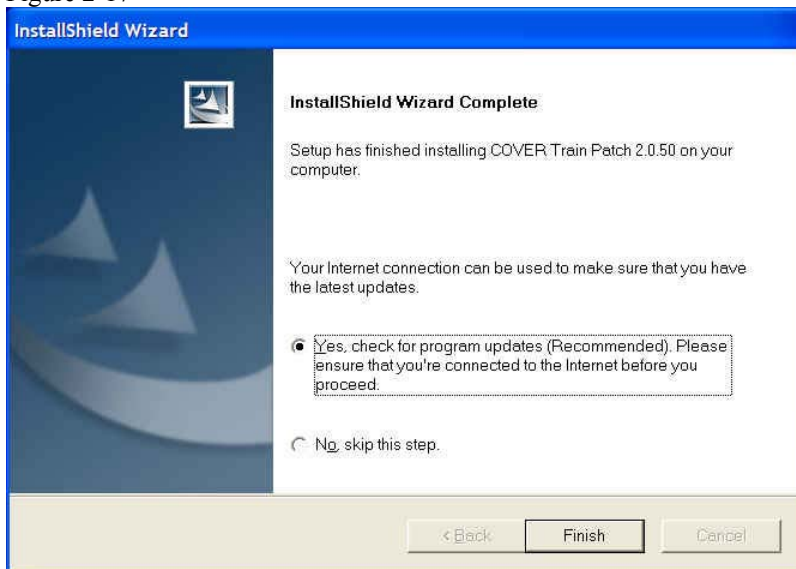
- 2.3.7. Click next to begin copying the patch files to the COVER Train program directory.

Figure 2-16



- 2.3.8. Select the “Yes or No” option to have COVER Train check to ensure that there are no further program updates that need to be run. Once you have completed your selection, click Finish to complete the COVER Train update process.

Figure 2-17



- 2.3.9. Once you have completed that patch, you will need to start COVER Train to allow the program to automatically update the database.

Chapter 3

GENERAL FUNCTIONS

3.1. Career Map

The Career Map function presents the career development diagram. By pointing to each of the badges on the right you will see the average amount of time it takes active duty members to achieve that rank.

3.2. Multimedia

The Multimedia list provides a link to the HQ AFCEA CE Enlisted Education/Training website page.

3.3. Search

The Search function allows you to search different areas of COVER Train for a word or phrase. Once you have selected a term, double click it to open the term's corresponding adobe file. The search function only allows you to search document titles and not the actual content.

3.4. Bookmarks

The Bookmarks function allows you to save current window and document settings. You can rename, open, add, or remove a bookmark.

3.5. Glossary

The Glossary function contains a list of terms discussed throughout the COVER Train Management System. Select the letters at the top of the box to view a list of terms under that letter, or type the specific term in the search engine, and select 'Search'. Double-click the term to view its definition.

3.6. Tour

The Tour function is designed to help you navigate through various applications in animated form.

3.7. Help

The Help option provides a searchable database of topics on which you can receive help.

3.8. Notes

The Notes function allows you to keep and manage personal notes within COVER Train. You can delete, print, or save comments you have made. Once you have made more than one comment, you can select back to view each comment.

3.9. Preferences

The Preferences function allows you to adjust various settings, such as when to display animations, text size, and location of the Resource Path. The preference function also allows users the ability to change from a local stand alone database to a LAN database.

3.10. Online

The Online function takes you to the AFCESA homepage.

Chapter 4

UNIT EDUCATION and TRAINING MANAGER FUNCTIONS

4.1. Load COVER Train

4.1.1. As a UETM, you are responsible for loading COVER Train on each shop's main computer or on the LAN system. See chapter 1 for loading instructions. You may find it necessary to burn additional CD-ROMs.

4.2. Initialize COVER Train

4.2.1. If a shortcut was not created from your Windows Programs list, select the **CT** icon. After the brief introductory video, the Login box opens. To initially enter the program, type the following information:

STEP-1. Input **User ID** : 123456789

STEP-2. Input **Password**: 123abcd!

STEP-3. Select **UTM** from the **Access Level** drop-down list.

STEP-4. Select **OK** to launch COVER Train.

4.3. Load UTM

Select **Records** option from the tool bar on the main screen and go to **Administrator** to open the Administrator Information screen. Follow below steps

STEP-1. Select **New User**.

STEP-2. Select the **UTM** checkbox under **Access Levels**.

NOTE: If this is the first time you are initializing COVER Train, the administrator records window will already be open for you. Please skip steps 1 and 2.

STEP-3. Enter your password.

Note: COVER Train passwords are case sensitive and must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z). **Passwords can only be changed by user or reset by UTM once established.**

STEP-4. Enter data in required fields listed in 4.3.2.

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Figure 4-1

The screenshot shows the 'Administrator Records' window in the COVER Train application. The 'Profile I' tab is active, displaying a form for user management. The form includes fields for Last Name (Long), First Name (David), MI (E), Password (masked), and Access Level (checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM, with UTM checked). Other fields include SSN (User ID) (999999999), Grade/Rank (TSgt), AFSC (UETM - UETM), Duty Position, Date Entered Training, Date Completed Training, Training Status Code, Unit (HQ AFCEA), Section (CCT), Base (Tyndall AFB), UTM, Shop Supervisor, Immediate Supervisor, Temporary Supervisor, and Record Status. The window has a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The status bar at the bottom shows 'Long, Walter -- UTM', 'Gener -', 'CAPS', '11/24/2003', and the system clock '9:11 AM'.

4.3.2. Figure 4-1 above shows the minimum entries required to load a UTM:

- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes see page 96)
- SSN (User ID)
- Grade/Rank (drop down menu with edit capability)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- All other fields can be filled out at a later date if needed

4.3.3. Follow these steps if your Unit, Section or Base is not listed:

- Select the edit button next to field
- Scroll down and/or click on first available blank line
- Type in your Unit, Section(s) or Base
- Select the disk in the upper left hand corner to save
- Select yes to save the list and click X to close list
- Select drop down box arrow
- Select created Unit, Section or Base

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STEP-5. Select OK in upper right hand corner to save record.

STEP-6. Reenter your password to confirm.

STEP-7. Select OK if SSAN is correct.

4.3.6. ****IMPORTANT**** Go into administrator record and delete the generic administrator record (admin-admin) by highlighting the record and selecting delete.

STEP-8. Select File and Log off

STEP-9. Login to COVER Train with your USER ID and Password.

NOTE: After you have loaded yourself into the system, your Social Security Number will be your User ID for future COVER Train sessions.

4.4. Load Supervisors

NOTE: You must load one supervisor in each section on their shop computers or via the LAN.

4.4.1. Select **Administrator** in the **Records** drop-down option from tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Enter data in required fields shown in Figure 4-2 and listed in 4.4.2.

4.4.2. Figure 4-2 shows the minimum entries required to load a Shop Supervisor:

- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes see pg. 96)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- All other fields can be filled out at a later date if needed

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Figure 4-2

The screenshot shows the 'Administrator Records' window in the COVER Train application. The 'Profile I' tab is active, displaying a form for user management. The form includes fields for Last Name (Carter), First Name (Don), MI (W), Password (masked), SSN (User ID) (111111111), Grade/Rank (MSgt), AFSC (3EZ1 - Pavements and Construction), Duty Position, Date Entered Training, Date Completed Training, Training Status Code, Unit (HQ AFCEA), Section (CEOH), Base (Tyndall AFB), UTM (Long David TSgt), Shop Supervisor, Immediate Supervisor, Temporary Supervisor, and Record Status. The 'Access Level' section has checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM. The 'Supervisor' section has checkboxes for Supervisor and UTM. The 'Record Status' section has a dropdown menu. The window has a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar (MTL, STS, 1320, Records, CFETP, Publications, Training). The taskbar at the bottom shows the Start button, several open applications (Inbox - Mi..., CT Web..., How to G..., COVER...), and the system clock (9:17 AM, 11/24/2003).

NOTE: You **MUST** add a section(s) before continuing loading any further users.

4.4.3. Create supervisor's section in section field:

- Select the **edit** button next to Section
- Scroll down and/or click on first available blank line
- Type in supervisor's section
- Select the **disk** in the upper left hand corner to save
- Select **yes** to save the list and click X to close list
- Select drop down box **arrow**
- Select created section

4.4.4. Under **Access Levels**, select the **Supervisor** checkbox and any other Access Level that applies. If the supervisor is a TSgt or below ensure the trainee box is also selected.

4.4.5. Supervisor must create and enter his/her password (case sensitive).

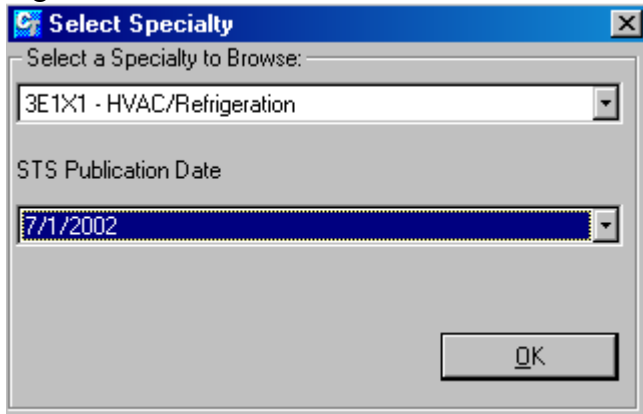
NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).
Passwords can only be changed by user or reset by UTM once established.

4.4.6. Select **OK**.

4.5. View MTL and Duty Positions

4.5.1. Select MTL from the tool bar on the main screen and select view MTL and follow below steps:

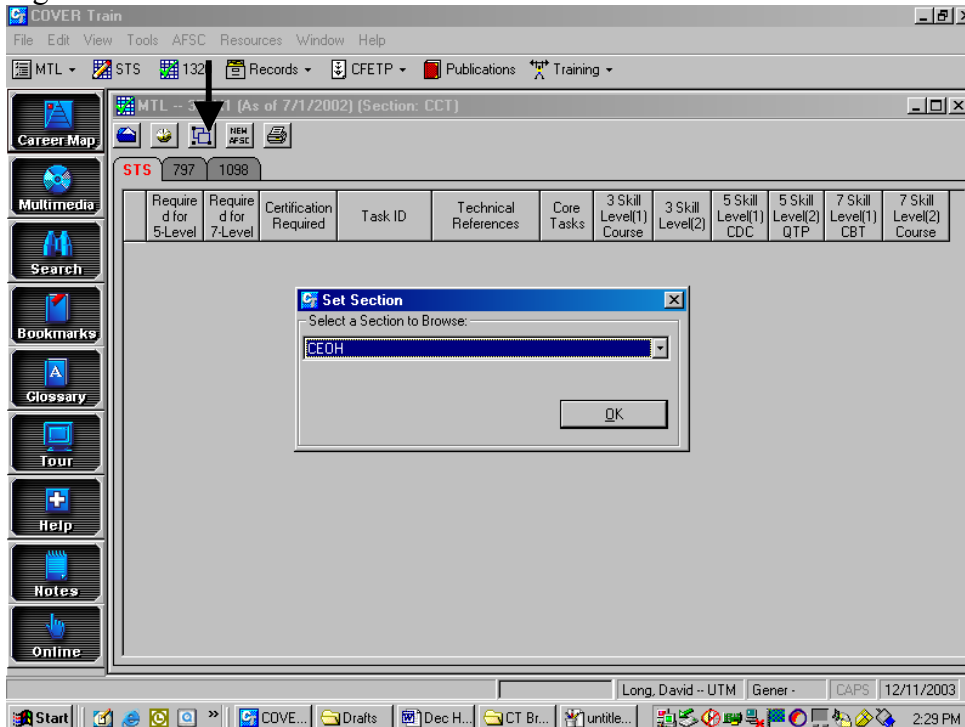
Figure 4-3



STEP-1. Select Specialty and STS Pub date from drop down menu.

STEP-2. Select on (insert double box icon) and select section.

Figure 4-4



STEP-3. Select section from drop down menu.

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Select **AFSC** icon to view another AFSC and follow above steps.

4.5.2. Select Duty Position instead of MTL and repeat above procedures to view Duty Positions.

4.6. View CFETPs / STS

4.6.1. Select on **AFSC** from main menu and select **Change AFSC** and follow below steps:

STEP-1. Select the AFSC you want to view from the drop down menu.

NOTE: STS for selected AFSC will appear.

STEP-2. Select down arrow next to CFETP from the Tool bar and select CFETP or change #.

STEP-3 Review CFETP or change doc.


4.7. Review Trainee Records

4.7.1. Select **Records** from the main tool bar to view drop-down options and select **Trainee**. To open the **Trainee Records** follow below steps:

STEP-1. There are two options to search for a trainee:

STEP-1a. Select **Search** to scroll through all trainees.

STEP-1b. Enter trainee's last name in the **Last Name** field and select **Search**

STEP-2. Select the  button next to the relevant trainee's record.

STEP-3 Select **Open Trainee** box to open the Trainee Records screen

See Immediate supervisor section Chapter 6 for information on trainee forms.

4.8. Accessing 1320 Reports

4.8.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To run a report follow below steps:

STEP-1. Select **1320** on the toolbar to create the report.

STEP-2. Adjust the report parameters according to your needs.

STEP-3. Select **Advanced** to review the tasks for a specific trainee.

STEP-4. Select **OK** to run the report. When the report displays, place your mouse cursor over the task numbers and symbols to see the task name and status.

4.9. Review Upgrade Actions Using Air Force Form 2096

NOTE: This form is **optional** in COVER Train and used to document upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

STEP-1. Select the **2096** Tab from the trainee's records.

STEP-2. Complete all appropriate fields.

4.9.1. Initiate upgrade action in accordance with your servicing Military Personnel Flight guidance.

Chapter 5

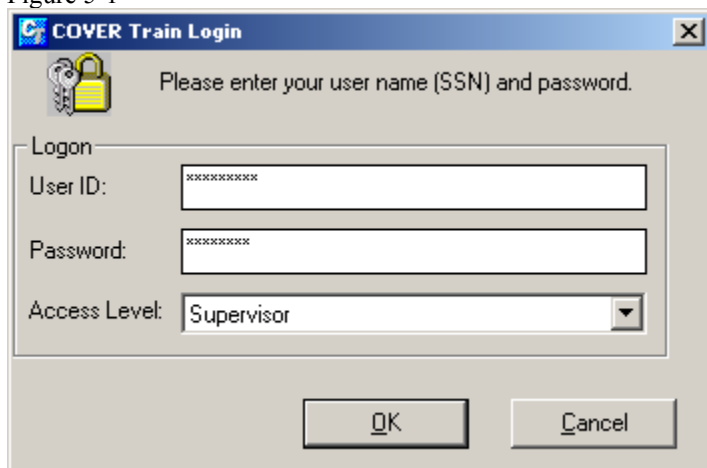
SHOP SUPERVISOR FUNCTIONS

5.1. Unit Training Manager must first load one Shop Supervisor in each section in COVER Train to Login to program. Shop supervisors are responsible for the section's training program. This chapter will explain how to develop a Master Task List, Duty Positions, Load: Immediate Supervisors, Trainers, Certifiers and Trainees. See Chapter 6 'Immediate Supervisor Functions' on how to manage Trainee's records.

NOTE: Shop supervisor may load additional shop supervisors by following steps in 5.5. and selecting the Supervisor access level. Caution: individual will have the same rights as you.

5.2. Perform Login Function

Figure 5-1



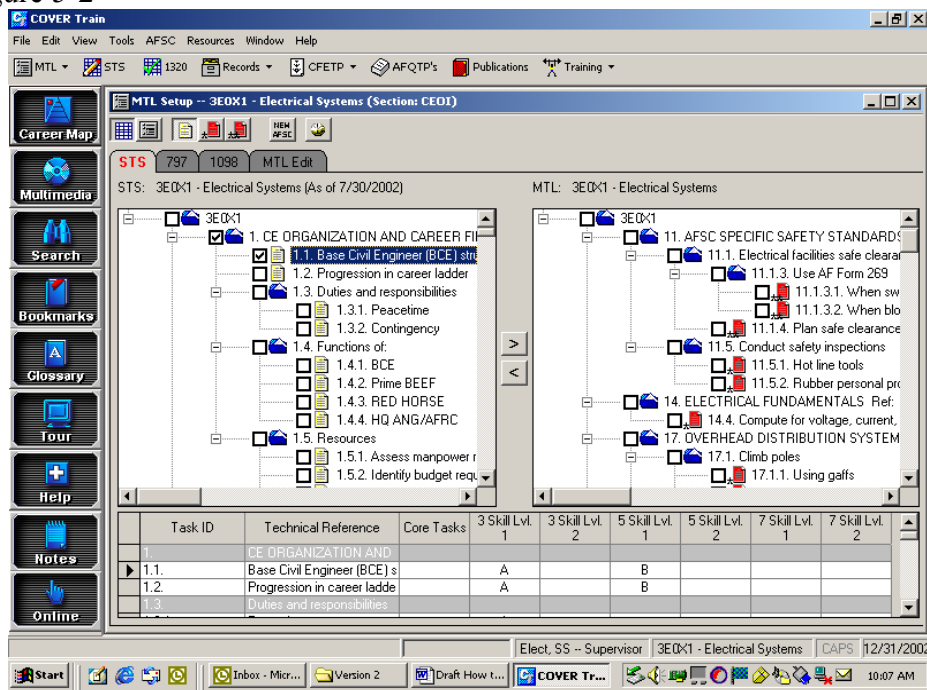
5.2.1. To Login to COVER Train follow the below steps:

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Supervisor** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

5.3. Develop Shop's Master Task Listing

NOTE: Before you begin, verify that you are in the correct AFSC by viewing the lower right corner of the main screen. It displays Last Name, First Name; 3EXXX-AFS Title. Also, it may help to have your current shop's MTL handy. To change your specialty, select **Menu** on the tool bar and then **Change Specialty**. Select the correct specialty from the **Set Specialty** drop-down list. MTLs are tied to **section** and **AFSC** fields.

Figure 5-2



5.3.1. The MTL function allows you to create your shop's Master Task List (MTL). An MTL is part of your Master Training Plan that lists 100 percent tasks coverage to meet your sections mission requirements and includes tasks in your STS, AF Forms 797 and 1098. Ref. AFI 36-2201.


5.3.2. To Create an MTL in COVER Train, complete the following procedure:


STEP-1. Select Create MTL from the MTL drop down menu.

NOTE: The left side of the screen contains the STS (Specialty Training Standard); a list of all tasks for your specialty. The right side of the screen contains core tasks identified in the STS. Core tasks cannot be removed from the MTL. See Figure 5-2

STEP-2. Select all the check boxes next to the STS tasks that are specific to your shop's MTL.

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STEP-3. Select the  to move the task from the STS to your MTL.

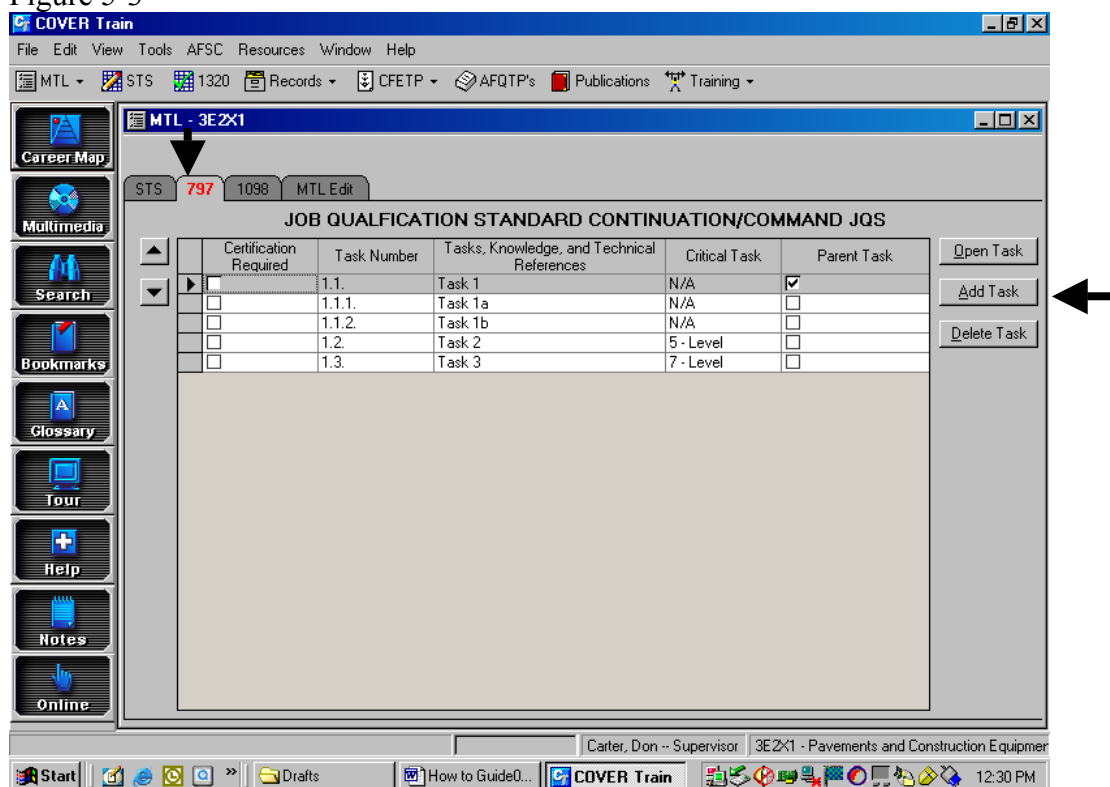
5.3.3. To remove tasks from the MTL check the boxes next to the tasks to be removed and Select the  to remove the task. Note: Core and diamond tasks cannot be removed.

5.3.4. To view the proficiency code for a task, select the task in the STS list and view the properties in the Task Properties box located at the bottom of the screen.

5.3.5. Add AF Form 797 tasks:

5.3.5.1. The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. Follow the below steps to add AFF 797 tasks to your MTL:

Figure 5-3

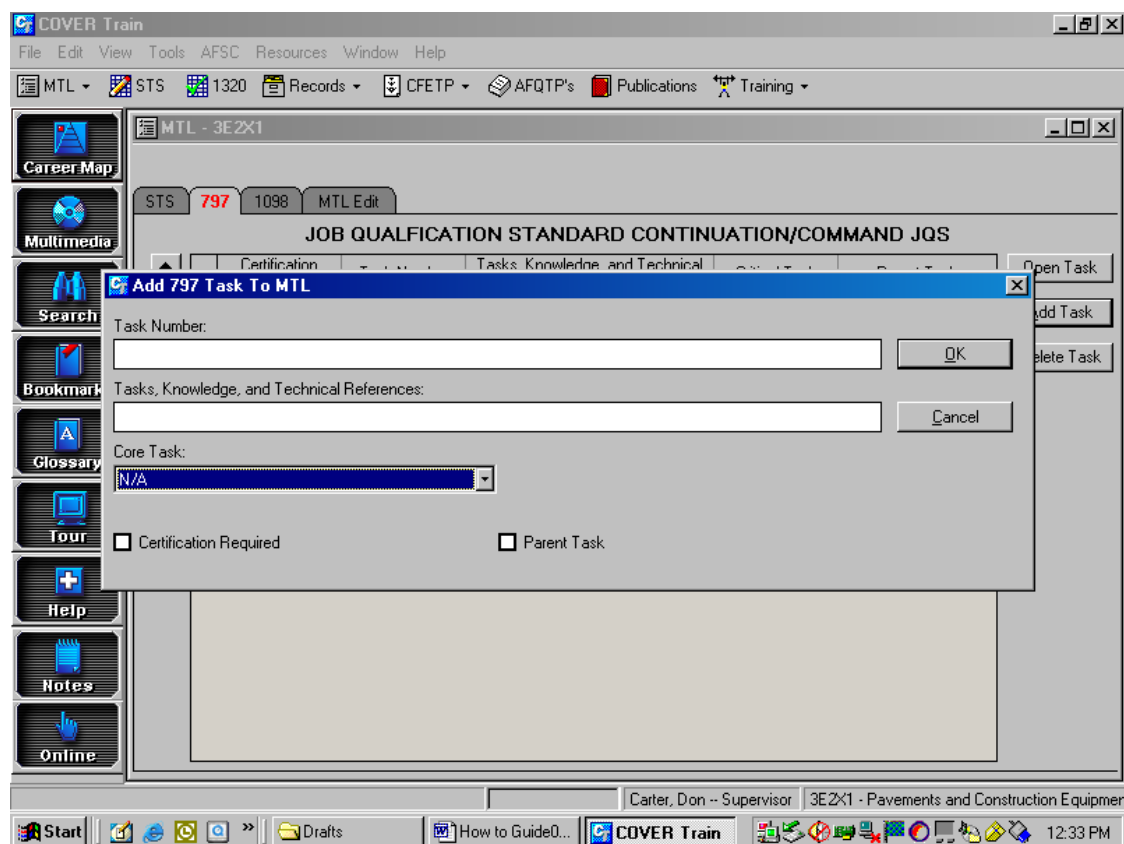


STEP-1. Select the 797 Tab to add those tasks not listed in the STS.

STEP-2. Select Add Task from right side tool bar

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Figure 5-4



STEP-3. Enter task number in the task number field.

STEP-4. Type in task in the Task Knowledge and Technical References field.

STEP-5. Select the Core Task field to view drop down menu.

STEP-5a. N/A (not required for upgrade).

STEP-5b. 5- Level (required for 5-level upgrade).

STEP-5c. 7- Level (required for 7-level upgrade).

STEP-6. Checkmark box if parent task. Note: Parent tasks don't require initials on 797 and must include at least one child task.

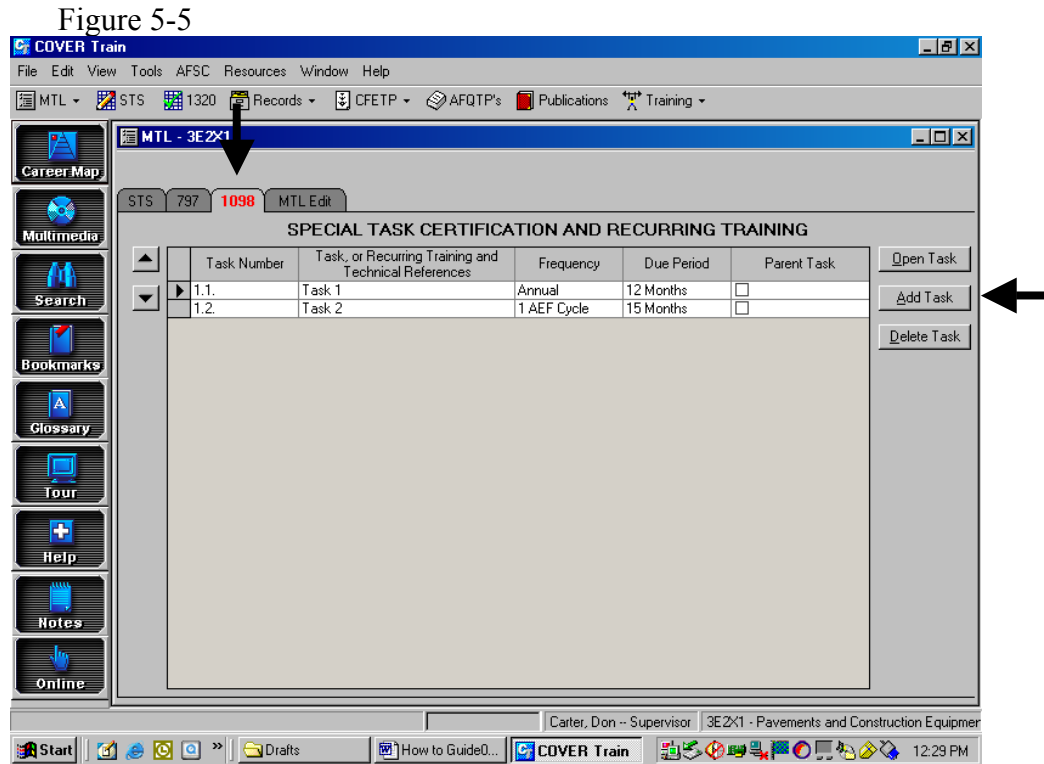
STEP-7. Checkmark Certification required if certifiers initial are required for task.

STEP-8. Select OK to add tasks

NOTE: Select add task to add additional tasks. Highlight task to delete or to use arrow buttons to move up or down.

5.3.6. Add AF Form 1098 items.

5.3.6.1. The AF Form 1098 is used to document selected tasks requiring recurring training or evaluation. Follow below steps to add AFF 1098 tasks to your MTL:



STEP-1. Select the 1098 Tab.

STEP-2. Select add task from right side tool bar

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Figure 5-6

The screenshot shows a Windows-style dialog box titled "Add 1090 Task To MTL". It has a standard Windows title bar with a blue gradient and a close button (X). The dialog contains the following fields and controls:

- Task Number:** A text box containing "1,1".
- Task, or Recurring Training and Technical References:** A text box containing "Task 1".
- Frequency:** A text box containing "annual".
- Due Period:** A dropdown menu showing "12 Months".
- Buttons:** "OK" and "Cancel" buttons are located to the right of the first two text boxes.
- Parent Task:** A checkbox labeled "Parent Task" is located at the bottom right of the dialog.

STEP-3. Type the task number in the task number box

STEP-4. Type in the name of each task in the Task, Recurring Training and Technical References box.

STEP-5. Type in the frequency of training in frequency box.

STEP-6. Select due period from drop down menu.

STEP-7. Check parent task box if task is a parent.

STEP-8. Select OK to save tasks

NOTE: Select add task to add additional tasks. Highlight task to delete or to use arrow buttons to move up or down.

5.3.7. MTL Edit

5.3.7.1. The MTL Edit Tab allows you to set task requirements for 5- Level, 7- Level, or Certification.

Figure 5-7

The screenshot shows the 'COVER Train' application window with the 'MTL - 3E2X1' tab selected. The 'MTL Edit' sub-tab is active, displaying a table with columns for 'Require d for 5-Level', 'Require d for 7-Level', 'Certification Required', 'Task ID', 'Technical References', 'Core Tasks', '3 Skill Level(1) Course', '3 Skill Level(2)', '5 Skill Level(1) CDC', '5 Skill Level(2) QTP', '7 Skill Level(1) CBT', and '7 Skill Level(2) Course'. The table lists various tasks such as 'Base Civil Engineer', 'Progression in', 'Duties and', 'Peacetime', 'Contingency', 'Functions of:', 'BCE', 'Prime BEEF', 'RED HORSE', 'HQ ANG/AFRC', 'Resources', 'Assess manpower', 'Identify budget', 'Determine', 'Use Allowance', 'Research', 'Process', 'Unit responsibilities', 'Major command', 'Assess vehicle', 'Requesting contract', and 'Requesting'. The 'Require d for 5-Level' column is checked for all tasks, while 'Require d for 7-Level' and 'Certification Required' are checked for specific tasks.

Require d for 5-Level	Require d for 7-Level	Certification Required	Task ID	Technical References	Core Tasks	3 Skill Level(1) Course	3 Skill Level(2)	5 Skill Level(1) CDC	5 Skill Level(2) QTP	7 Skill Level(1) CBT	7 Skill Level(2) Course
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	CE							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1.	Base Civil Engineer		A		B			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2.	Progression in		A		B			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3.	Duties and							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3.1.	Peacetime		A					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3.2.	Contingency		A					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4.	Functions of:							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4.1.	BCE		A		B		B	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4.2.	Prime BEEF		A		B		B	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4.3.	RED HORSE		A		B		B	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4.4.	HQ ANG/AFRC		A		B		B	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.	Resources							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.1.	Assess manpower						b	3c
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.2.	Identify budget						b	3c
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.3.	Determine						b	3c
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.4.	Use Allowance						b	3c
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.5.	Research.							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.5.1.	Process							B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.5.2.	Unit responsibilities							B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.5.3.	Major command							B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.6.	Assess vehicle						b	1b
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.7.	Requesting contract						b	2c
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.8.	Requesting						B	C

STEP-1. Select on the MTL Edit Tab.

STEP-2. Check the corresponding boxes next to each task to determine the level required.

STEP-2a. N/A (not required for upgrade).

STEP-2b. 5- Level (required for 5-level upgrade).

STEP-2c. 7- Level (required for 7-level upgrade).

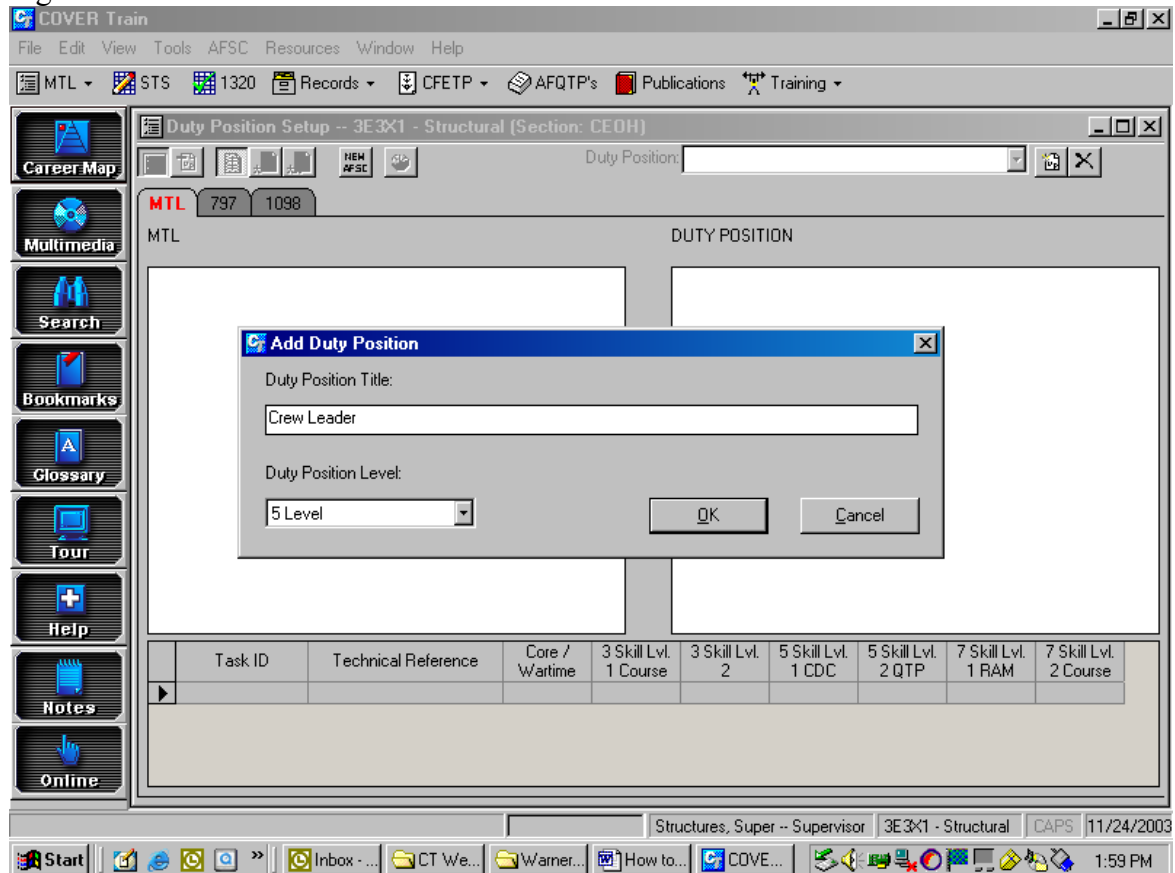
STEP-3. Checkmark Certification required if certifiers initial are required for task.

Note: Leave boxes **unchecked** if not **required** for upgrade. Core and diamond tasks cannot be changed. Only Supervisors can create/edit an MTL for any available specialty. The MTLs that a Supervisor creates are specific to that Supervisor's section and are shared by all personnel within the section.


5.4. Create Duty Position

5.4.1. A duty position is a set of tasks that are developed from your shop's MTL. Duty positions are tied to section MTL was created in. You may develop as many duty positions as needed. To create a duty position, complete the following steps:

Figure 5-8



STEP-1. Select create duty position from the MTL drop down list.

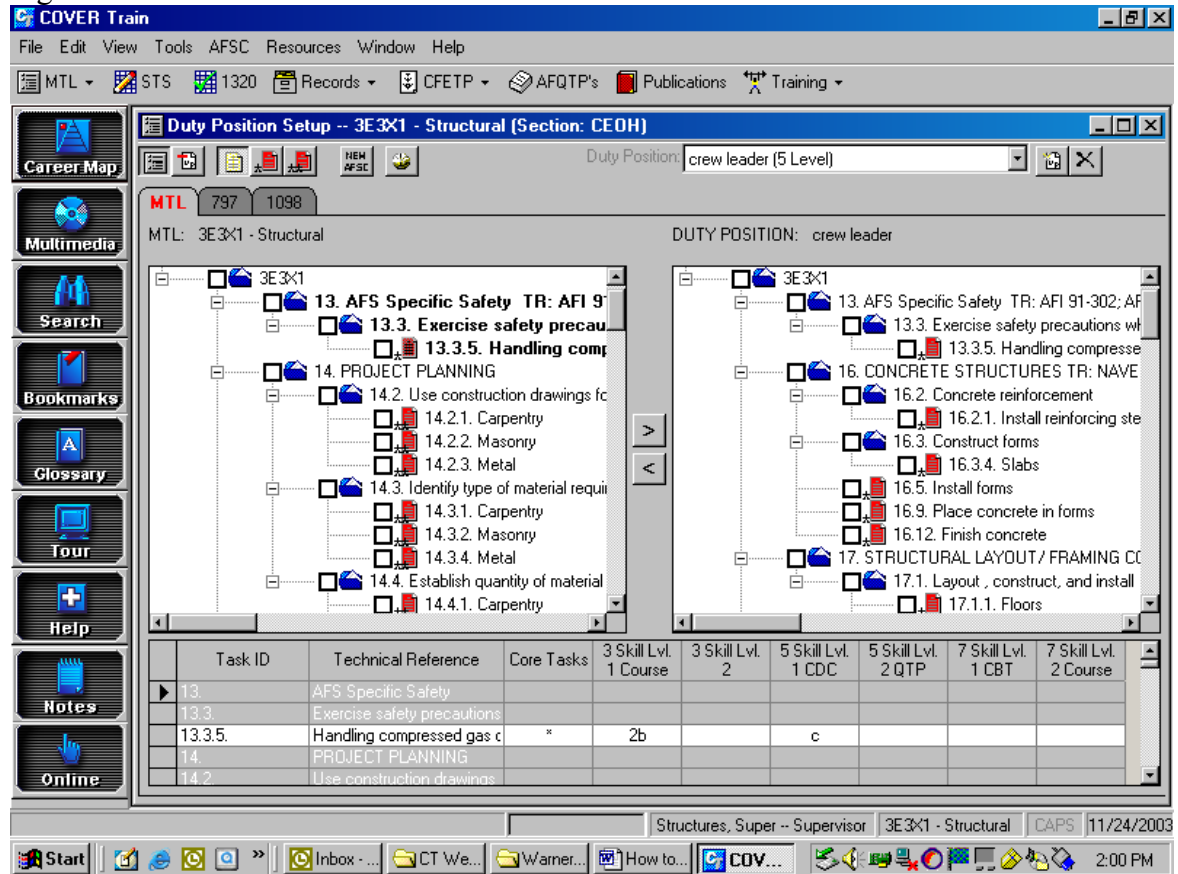
STEP-2. Select the “Add Duty Position” button .

STEP-3. Type in name of your new duty position and select 5-level or 7-level from the drop down list.

NOTE: To add additional duty positions repeat above steps.

5.4.2. MTL tab

Figure 5-9



STEP-4. Select all the check boxes next to the duty position tasks.

STEP-5. Select the  to add check marked tasks to the duty position.

NOTE: Skill level core, diamond and all critical tasks will already be added and cannot be changed.

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5.4.3. 797 / 1098

Figure 5-10

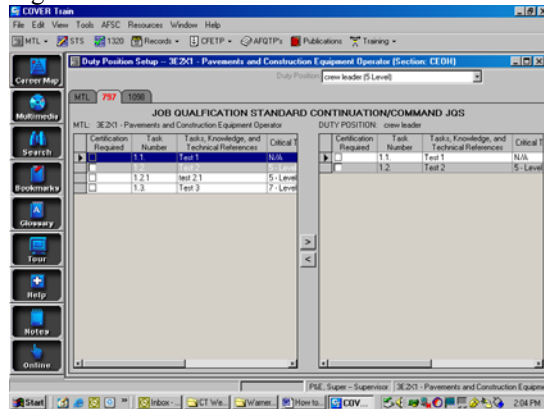
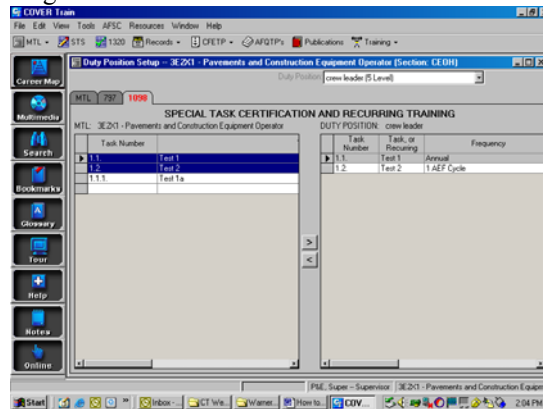


Figure 5-11



STEP-1. Select 797 or 1098 Tab.

STEP-2. Select the box left of the task to highlight.

STEP-3. Select the key to add them to the duty position.

NOTE: Any task that are moved into a 5 or 7-level duty position are now required for that duty position. (Ex. All tasks moved into the duty position will now be required for the 5 or 7 level upgrade for trainee in that duty position.)

5.5. Load Immediate Supervisors

NOTE: You must load immediate supervisors on shop computers or via the LAN.

5.5.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Immediate Supervisor** checkbox under **Access Levels** and any other Access Level that applies. Select Trainee if TSgt or below.

STEP-4. The Immediate Supervisor must create and enter his/her password (case sensitive).

Note: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

Passwords can only be changed by user or reset by UTM once established.

5.5.2. See Figure 5-12 on page 36 for minimum entries required for loading an Immediate Supervisor.

STEP-5. Select **OK**.

5.6. Load Trainers

NOTE: You must load trainers on shop computers or via LAN.

5.6.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Trainer** checkbox under **Access Levels** and any other Access Level that applies. If Trainer is a TSgt or below select the trainee box.

STEP-4. The trainer must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

Passwords can only be changed by user or reset by UTM once established.

5.6.2. See Figure 5-12 on page 36 for minimum entries required for loading Trainer.

STEP-5. Select **OK**.

5.7. Load Certifiers

NOTE: You must load certifiers on shop computers or via the LAN.

5.7.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Certifier** checkbox under **Access Levels** and any other Access Level that applies. If the Certifier is a TSgt or below select the trainee box.

STEP-4. The Certifier must create and enter his/her (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

Passwords can only be changed by user or reset by UTM once established.

5.7.2. See Figure 5-12 on page 36 for minimum entries required for loading Certifier.

STEP-5. Select **OK**.

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Figure 5-12

The screenshot shows the 'Administrator Records' window in the COVER Train application. The 'Profile I' tab is active, displaying a form for user management. The form includes fields for personal information (Last Name, First Name, MI, Password), identification (SSN/User ID, Grade/Rank), and professional details (AFSC, Duty Position, Date Entered/Completed Training, Training Status Code). It also features a section for 'Access Level' with checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM. Supervisory roles are defined by dropdown menus for Unit, Section, Base, UTM, Shop Supervisor, Immediate Supervisor, and Temporary Supervisor, each with an 'Edit' button. The Record Status is also a dropdown menu. The interface includes a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The bottom status bar shows the user 'Carter, Don -- Supervisor' and the current record '3EZK1 - Pavements and Construction Equipmer'.

Profile I		
Last Name:	First Name:	
Roberts	Kevin	
MI:	Password:	
D	XXXXXXXXXX	
SSN (User ID):	Grade/Rank:	
666666666	SSgt	
AFSC:	Duty Position:	
3EZK1 - Pavements and Construction		
Date Entered Training:	Date Completed Training:	
Training Status Code:		
Unit:	Section:	Base:
HQ AFCEA	CEOH	Tyndall AFB
UTM:	Shop Supervisor:	Immediate Supervisor:
Long David TSgt	Carter Don MSgt	Farmer Jan TSgt
Temporary Supervisor:	Record Status:	

5.8. Figure 5-2 shows the minimum entries required to load Immediate Supervisor, Trainer and Certifier.

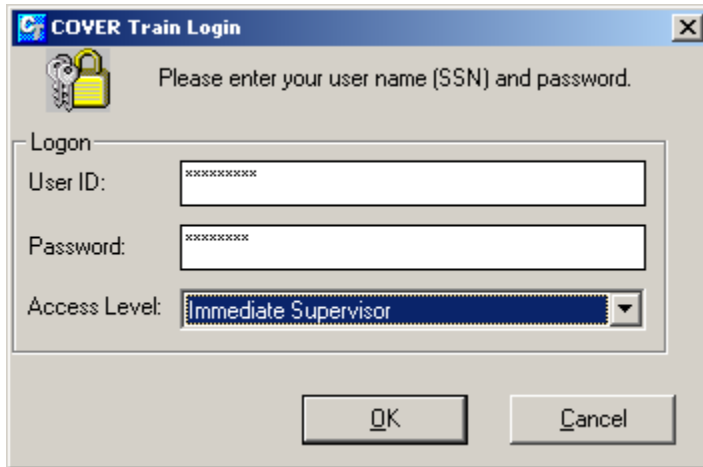
- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes See Access level functions on page 96))
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Duty Position (drop down menu) see section 5.4.
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability, see #5 below)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

Chapter 6

Immediate Supervisor Functions

6.1. Perform Login Function

Figure 6-1 Login Screen

A screenshot of the 'COVER Train Login' dialog box. The title bar is blue with the text 'COVER Train Login' and a close button. Below the title bar is a yellow padlock icon and the text 'Please enter your user name (SSN) and password.' The main area is a light gray box with a 'Logon' label. It contains three input fields: 'User ID:' with a text box containing 'xxxxxxxx', 'Password:' with a text box containing 'xxxxxxx', and 'Access Level:' with a drop-down menu showing 'Immediate Supervisor'. At the bottom are 'OK' and 'Cancel' buttons.

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Immediate Supervisor** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

6.2. Load Trainees

6.2.1. You must load trainees on shop computers or via the LAN.

STEP-1. Select **Trainee** from the **Records** drop-down menu on the main screen tool bar to open the Trainee Records screen.

STEP-2. Select **New User**.

STEP-3. Complete the appropriate fields.

6.2.2. If a duty position is selected, then all tasks associated with that duty position would be automatically shown in Trainee's Job Qualification Standard (JQS).

STEP-4. The Trainee must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

Passwords can only be changed by user or reset by UTM once established.

6.2.3. See Figure 6-2 on page 39 for minimum entries required for loading Trainee.

STEP-5. Select **OK**.

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Figure 6-2 Administrative Records screen

The screenshot displays the 'COVER Train' software interface for administrative record management. The 'Administrator Records' window is open, showing the 'Profile I' tab. The form is populated with the following data:

Field	Value
Last Name	Holden
First Name	Larry
MI	C
Password	XXXXXXXXXX
Access Level	<input checked="" type="checkbox"/> Trainee, <input type="checkbox"/> Certifier, <input type="checkbox"/> Trainer, <input type="checkbox"/> Immed. Supervisor, <input type="checkbox"/> Supervisor, <input type="checkbox"/> UTM
SSN (User ID)	55555555
Grade/Rank	A1C
AFSC	3E3X1 - Structural
Duty Position	
Date Entered Training	11/24/2003
Date Completed Training	
Training Status Code	B
Unit	HQ AFCEA
Section	CEOH
Base	Tyndall AFB
UTM	Long David TSgt
Shop Supervisor	Structures Super MSgt
Immediate Supervisor	Structures Super MSgt
Temporary Supervisor	
Record Status	

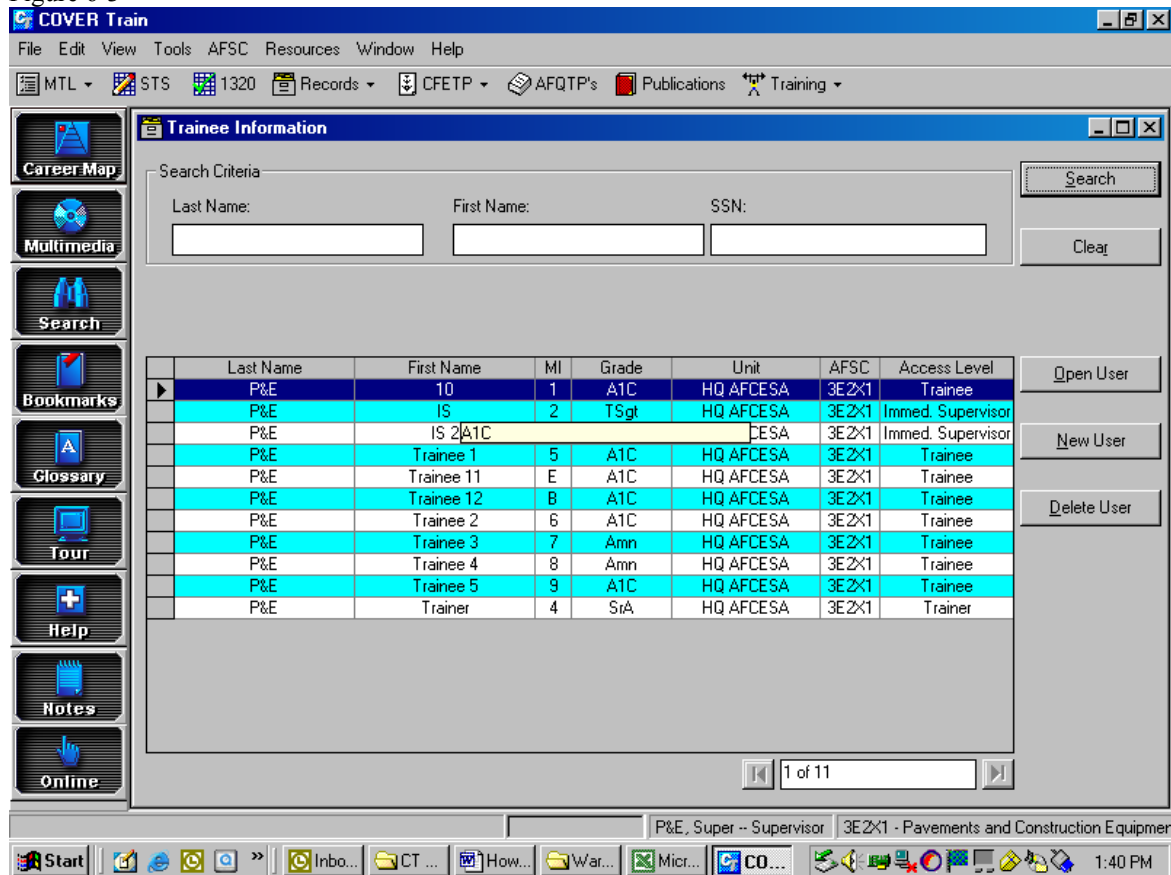
6.2.4. Figure 6-2 shows the minimum entries required to load a trainee.

- Last Name, First Name, MI
- Password
- Access Level (**check appropriate box or boxes See Access level functions on page 96**)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Duty Position (drop down menu)
- Date entered training (Calendar selection)
- Training status code (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

6.3. Access / Update Trainee Records

6.3.1. Follow below steps to **Open Trainee Records**:

Figure 6-3




STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen.

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

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6.3.2. Trainee Profile Tab

Figure 6-4

The screenshot displays the COVER Train software interface. The main window is titled "Trainee Records -- Robert, Stevens". It features a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with various icons. A left sidebar contains buttons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area is divided into tabs: Profile (selected), Profile II, and Profile III. The Profile tab shows fields for Last Name (Stevens), First Name (Robert), MI (K), Password (masked), SSN (User ID) (3333), Grade/Rank (SSgt), AFSC (3E2K1 - Pavements and Construction), Duty Position (crew leader (5 Level)), Date Entered Training (8/11/2002), Date Completed Training (12/11/2003), Training Status Code (?), Unit (HQ AFCEA), Section (CEOH), Base (Tyndall AFB), UTM (Long David TSgt), Shop Supervisor (Carter Don MSgt), Immediate Supervisor (Farmer Jan TSgt), Temporary Supervisor, and Record Status (UnLocked). An Access Level section on the right has checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM. The bottom status bar shows "Farmer, Jan -- I. Supervisor" and "3E2K1 - Pavements and Construction Equipm".

STEP-1. Update appropriate information in each field.

NOTE: In the **Immediate Supervisor** and **Shop Supervisor** fields use the drop-down button to locate the trainee's administrators. If the intended supervisor(s) or UTM is not posted, they will need to be added to the system.

STEP-2. Select **Apply** if changes were made, Select **OK** if no changes were made.

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6.3.3. 623 I Tab.

Figure 6-5

STEP-1. Select on **623 I Tab.**

STEP-2. Select on down arrow in DAFSC/Job series: field. Select AFSC.

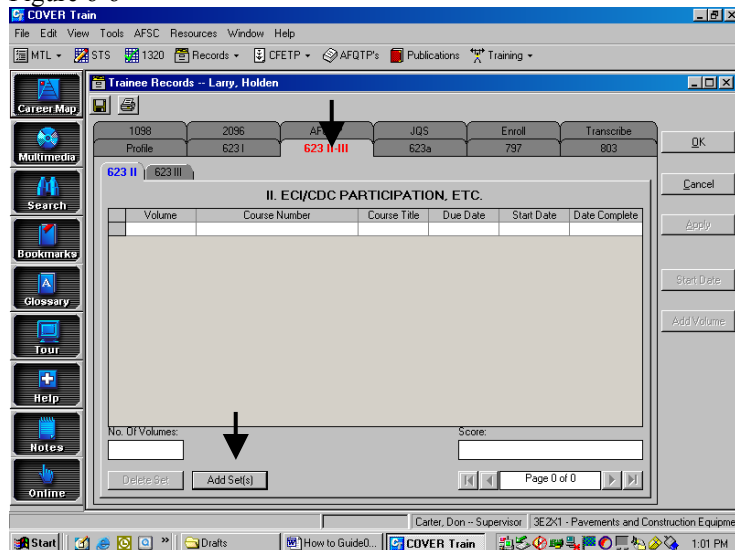
STEP-3. Double click on **Individual's Signature** box.

STEP-4. Trainee must input his/her User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when logged on as a trainee.

6.3.4. 623 II-III Tab.

Figure 6-6

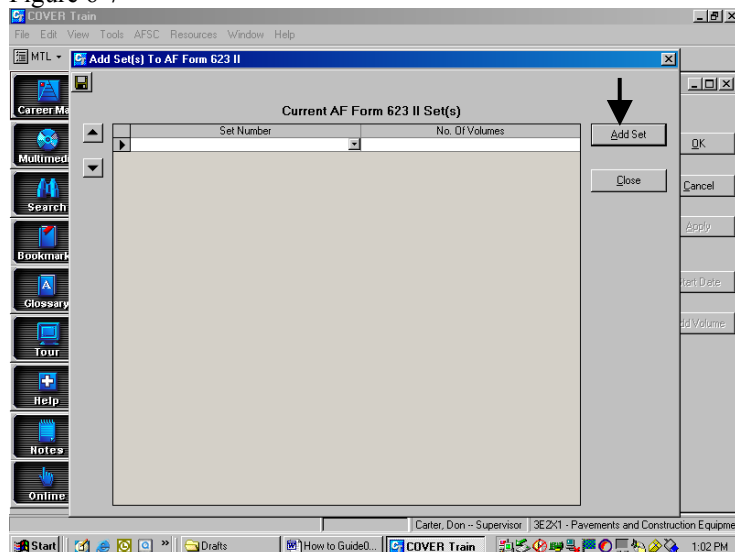


6.3.4.1. ECI/CDC PARTICIPATION, ETC.

STEP-1. Select 623 II-III tab.

STEP-2. Select Add Set(s) from bottom of screen

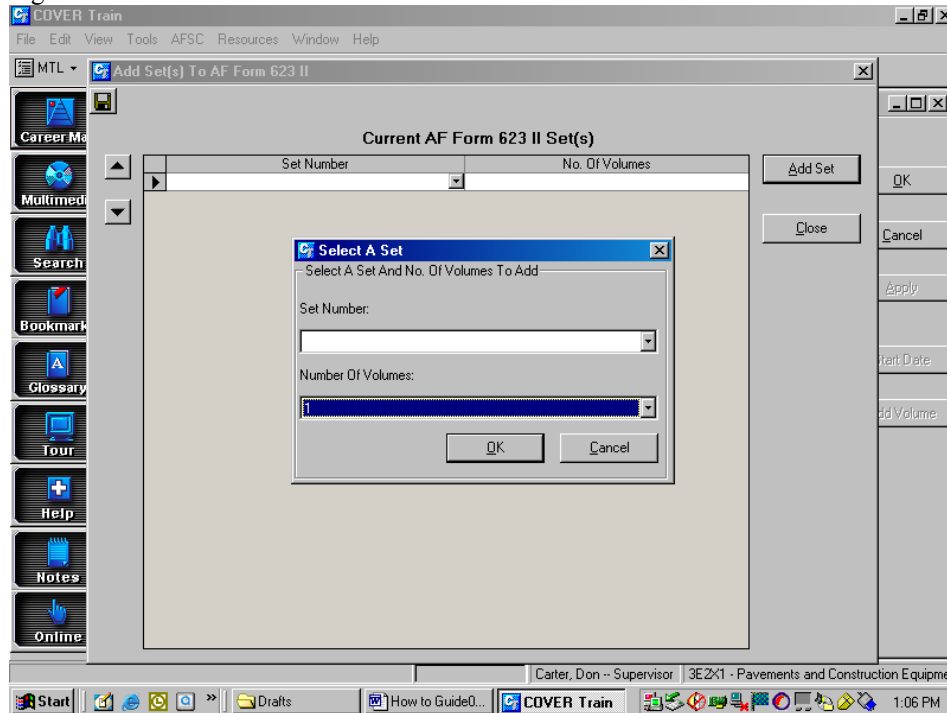
Figure 6-7



STEP-3. Select Add Set(s) from right side of screen

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Figure 6-8



STEP-4. Select set number from drop down menu.

STEP-5. Select Number of volumes for set from drop down menu.

STEP-6. Select OK

IMPORTANT: ALL set requirements for upgrade should be loaded at this time. Repeat steps from step 3 above to add additional sets if required.

COVER Train

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Figure 6-9

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Trainee 1, P&E

1098 2096 AFQTP JQS Enroll Transcribe
Profile 623 I **623 II-III** 623a 797 803

623 II 623 III

Set: A **II. ECI/CDC PARTICIPATION, ETC.**

	Volume	Course Number	Course Title	Due Date	Start Date	Date Complete
▶ 1		3E251A	General Subjec	6/12/2003	5/12/2003	5/9/2003
2		3E251A	Rigid Pavemen	7/16/2003	6/16/2003	7/8/2003
3		3E251 A	Flexible Pavem	8/14/2003	7/14/2003	8/15/2003

No. Of Volumes: Score:

Delete Set Add Set(s)

Page 1 of 2

P&E, Super -- Supervisor 3E2X1 - Pavements and Construction Equipment

Start Inbox - Mic... CT Web P... How to Gui... COVER ... 11:07 AM

STEP-7. Type in Course number and course title.

STEP-8. Double click Start Date box to view calendar and select date started CDC and due date. Normal requirements are one month per volume. NOTE: do not place start date on next volume until previous volume is completed

STEP-9. Double click Date Complete Box to view calendar and select date course or CDC was completed. Click on arrows to change months and click on year to change years.

STEP-10. Record Test score in score box.

NOTE: Click on arrow buttons to view sets.

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6.3.4.2. III. Formal Training

Figure 6-10

COVER Train - [Trainee Records -- Larry, Holden]

File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Career Map Multimedia Search Bookmarks Glossary Tour Help Notes Online

1098 2096 AFQTP JQS Enroll Transcribe
Profile 623 I 623 II-III 623a 797 803

623 II 623 III

III. Formal Training

Course Number	Course Title	Start Date	Date Complete
J3ACR3E070 00	7 Level Craftman Course	11/3/2003	12/12/2003
*			

OK Cancel Apply

Carter, Don -- Supervisor 3EZX1 - Pavements and Construction Equipmer

STEP-1. Select 623 III tab

STEP-2. Enter Course Number.

STEP-3. Enter Course Title.

STEP-4. Double click Start Date box to view calendar and select date started course.
Click on arrows to change months and click on year to change years.

STEP-5. Double click Date Complete Box to view calendar and select date course
was completed.

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6.3.5. 623a Tab.

Figure 6-11

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

1098	2096	AFQTP	JQS	Enroll	Transcribe
Profile	623 I-II	623 III-IV	623a	797	803

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET

Briefed A1C Boyd on his training responsibilities for completing CDC's. Issued him vol 1 of the 3E251A set and explained that I expected the vol to be completed by 16 Feb 03. I explained that I will conduct weekly status checks with him and if he needed any clarification on the material to let me or know.

Date: 1/16/2003 2:07:35 PM Trainee Signature: Boyd Ralph A1C Supervisor Signature: Smith Joe TSgt

Delete Add Page 1 of 1

Smith, Joe -- I. Supervisor 3E2X1 - Pavements and Construction Equipme

STEP-1. Select **623a Tab.**

STEP-2. Type text documenting trainee's training progression.

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

STEP-5. Select on Supervisor Signature Box (Type in your SSAN and password).

STEP-6. Select OK.

6.3.5.1. Select ADD when another documentation is required and repeat above steps.

NOTE: Trainee and supervisor signatures must be on last record prior to adding a new record.

6.3.6. 797 Tab

Figure 6-12

Task Number	Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
1.1.	Task 1	N/A	12/10/200	12/10/200	FARMER	CARTER	
1.1.1.	Task 1a	N/A	12/10/200	12/10/200	FARMER	CARTER	
1.1.2.	Task 1b	N/A	12/10/200	12/10/200	FARMER	CARTER	
1.2.	Task 2	5 - Level	12/10/200	12/10/200	FARMER	CARTER	
1.3.	Task 3	7 - Level	12/10/200	12/10/200	FARMER	CARTER	

STEP-1. Select **797 Tab**. Tasks will be shown only after 797 is created in Create MTL and trainee is enrolled in the 797 task from the Enroll Tab or 797 tasks are assigned to trainees duty position.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainee or Trainer or Certifier and input User ID and Password to sign off task or tasks.

NOTES: Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a. Task may be deleted if they are not part of trainees duty position.

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6.3.7. 803 Tab.

Figure 6-13

The screenshot shows the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". It contains a "REPORT OF TASK EVALUATIONS" form. The form has several tabs at the top: 1098 Profile, 2096 623 I-II, AFQTP 623 III-IV, JQS 623a, Enroll 797, and Transcribe 803. The "Transcribe 803" tab is selected. The form fields are as follows:

Last Name:	First Name:	MI:	Grade/Rank:	AFSC:
Boyd	Ralph		A1C	3E2X1

JQS Task Items Evaluated:

- 15.1. Dump Trucks
- 15.1.1. Perform Operational Checks
- 15.1.2. Perform Operator Maintenance

Remarks: ☒ Satisfactory ☐ UnSatisfactory

Remarks:

A1C Boyd satisfactory demonstrated the above tasks.

Date: 1/16/2003 2:49:03 PM Evaluator: Jones Jack MSgt Signature: Jones Jack MSgt

Buttons: Delete, Add, Page 1 of 1, OK, Cancel, Apply

Bottom status bar: Smith, Joe -- I. Supervisor | 3E2X1 - Pavements and Construction Equipme

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

6.3.8. 1098 Tab

Figure 6-14

Unit Office	Task Number	Task, or Recurring Training and Technical References	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date	Due Period
	1.1.	Task 1	12/10/2003	Carter Doi	Farmer Ja			Annual	12/10/2004	12 Mon
	1.2.	Task 2	12/10/2003	Carter Doi	Farmer Ja			1 AEF Cyl	3/10/2005	15 Mon

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on due date box on left side of screen to view calendar and select next due date for task. Click on arrows to change months and click on year to change years.

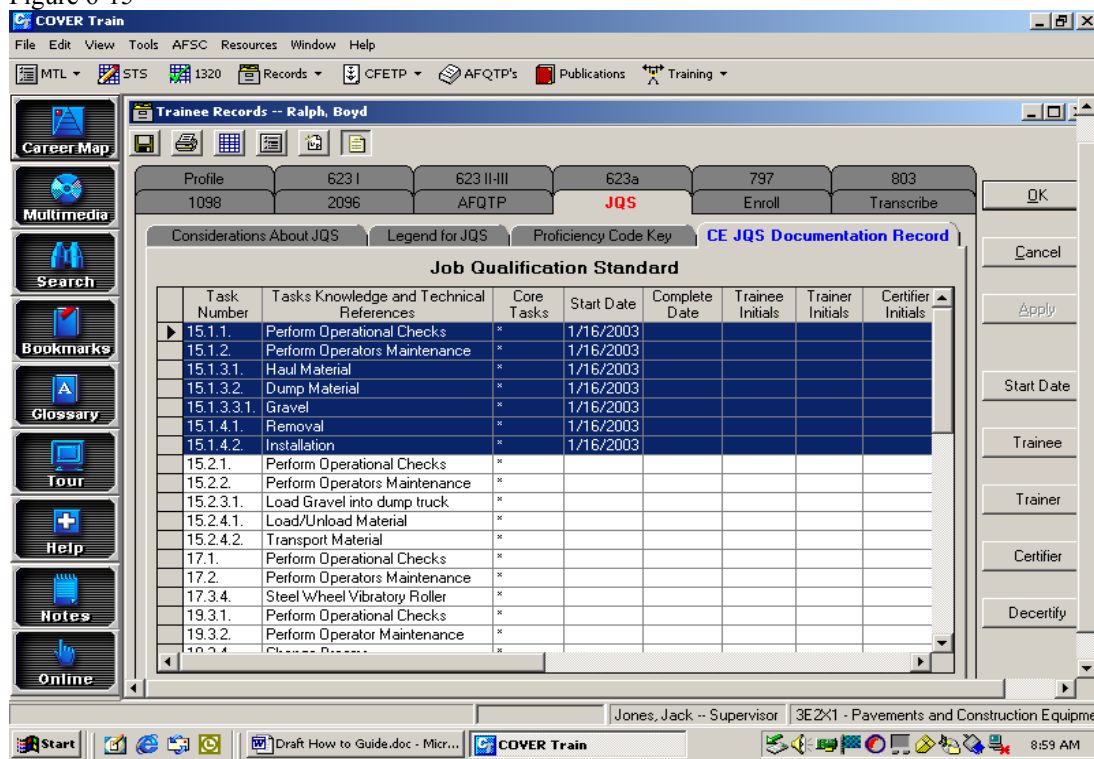
STEP-3. Click on trainee's initial box on left side of screen. Have trainee input password.

STEP-4. Click on certifier box on left side of screen. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. To recertify task highlight task and click on Recertify button on right side of screen. Have trainee input password. Have certifier input user ID and password.
 NOTE: due date will change to next set due date.

6.3.9. JQS Tab.

Figure 6-15



STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select gray box or ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Click on arrows to change months and click on year to change years. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainee** or **Trainer** or **Certifier** box to initial task. Trainee, Trainer or Certifier must type in User ID and Password. Trainee must initial task before trainer and certifier. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

6.3.9.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified on task.

6.3.10. AFQTP

Figure 6-16

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I-II 623 III-IV 623a 797 803
1098 2096 **AFQTP** JQS Enroll Transcribe

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Co
15.1.1.	Perform Operational Checks		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.2.	Perform Operators Maintenance		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.1.	Haul Material		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.2.	Dump Material		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.3.1	Gravel		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.4.1.	Removal	8175	*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	9/27/2002
15.1.4.2.	Installation	8175	*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	9/27/2002
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					
22.1.2	Perform Operator Maintenance		*					

Jones, Jack -- Supervisor 3E2X1 - Pavements and Construction Equipme

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** button to view calendar to set start date.

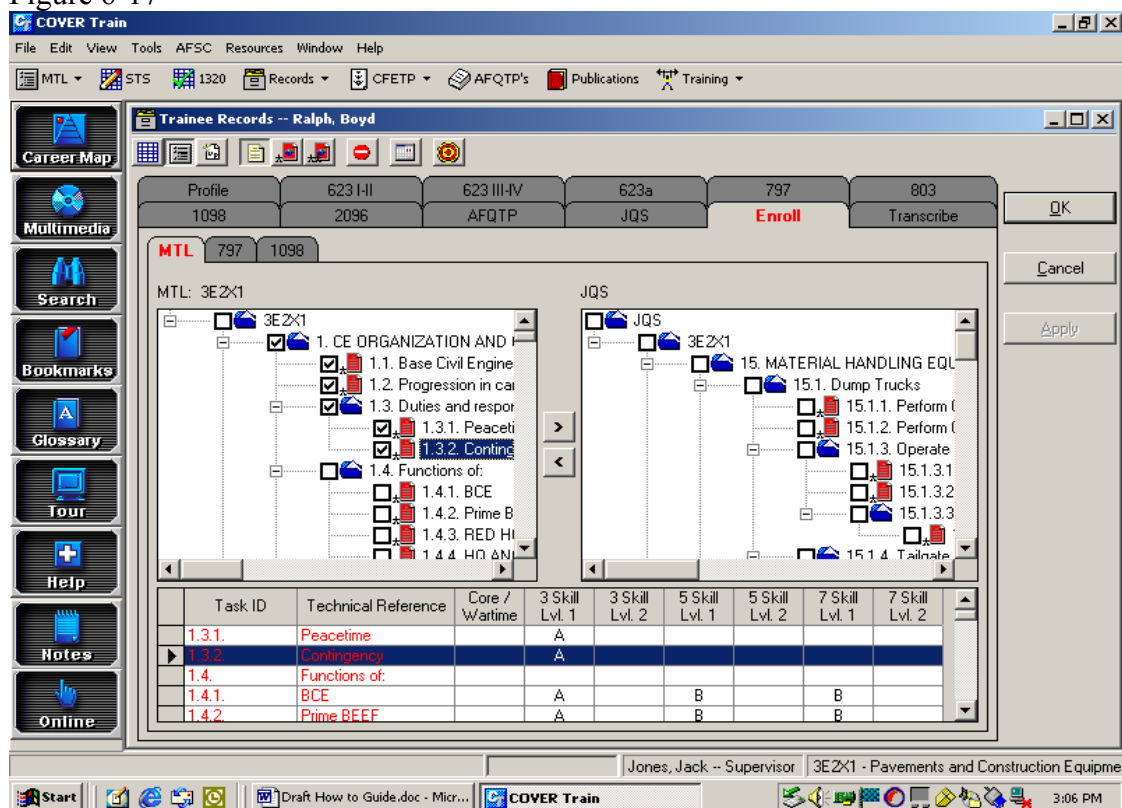
STEP-4. Select **Trainee** or **Trainer** box. Trainee or Trainer must type in User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

6.3.10.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

6.3.11. Enroll Tab


Figure 6-17




NOTE: You must be loaded as the individual's Supervisor, Immediate Supervisor or Temporary Supervisor in the Trainee profile screen to enroll trainee in tasks.


STEP-1. Select the **Enroll Tab**

STEP-2. Double-Click the **MTL** icon to display the AFS folder and task list built for your section.

 button to view calendar. Select due date and reminder days and Select OK.

NOTE: This step applies a training start date to the task.

STEP-5. Select the 797 Tab and select task(s) that you wish to enroll a trainee in and select the  button to enroll the trainee.

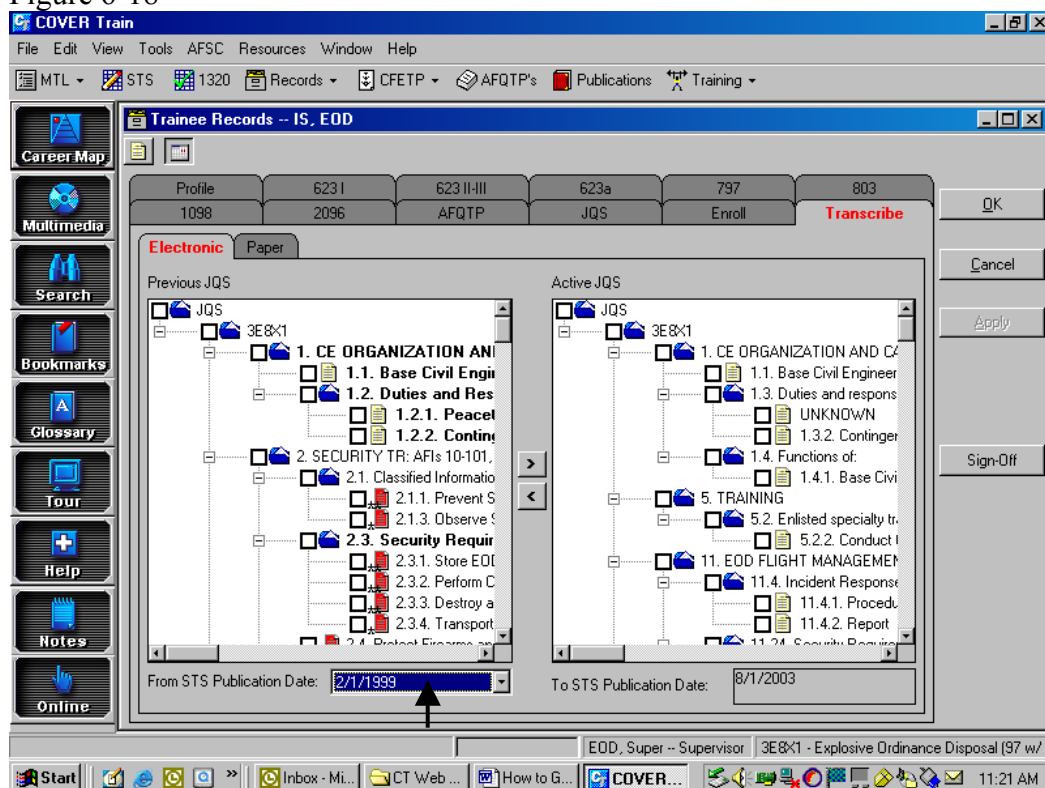
STEP-6. Select the 1098 Tab and select task(s) that you wish to enroll a trainee in and select the  button to enroll the trainee.

6.3.12. Transcribing Records

6.3.12.1. Electronic. The electronic transcribe Tab allows you to transcribe from a previous CFETP to a newly released CFETP with a touch of a button. This feature will be used when new CFETPs are released after the implementation of COVER Train.

NOTE: Use only on a trainee record with an existing signed JQS in COVER Train on a previous STS i.e. 3E8X1 personel with signed COVER Train records prior to download of patch 2.0.50. All other initial entries in COVER Train should use the Paper Transcribe Tab identified in next section

Figure 6-18



STEP-1. Select **Transcribe Tab**.

STEP-2. Select **Electronic Tab**.

STEP-3. Change From STS pub date to previous STS.

STEP-4. Select the **checkboxes** next to the tasks that you wish to transcribe.

NOTE: Task that are signed off on previous JQS will show up in left hand screen.

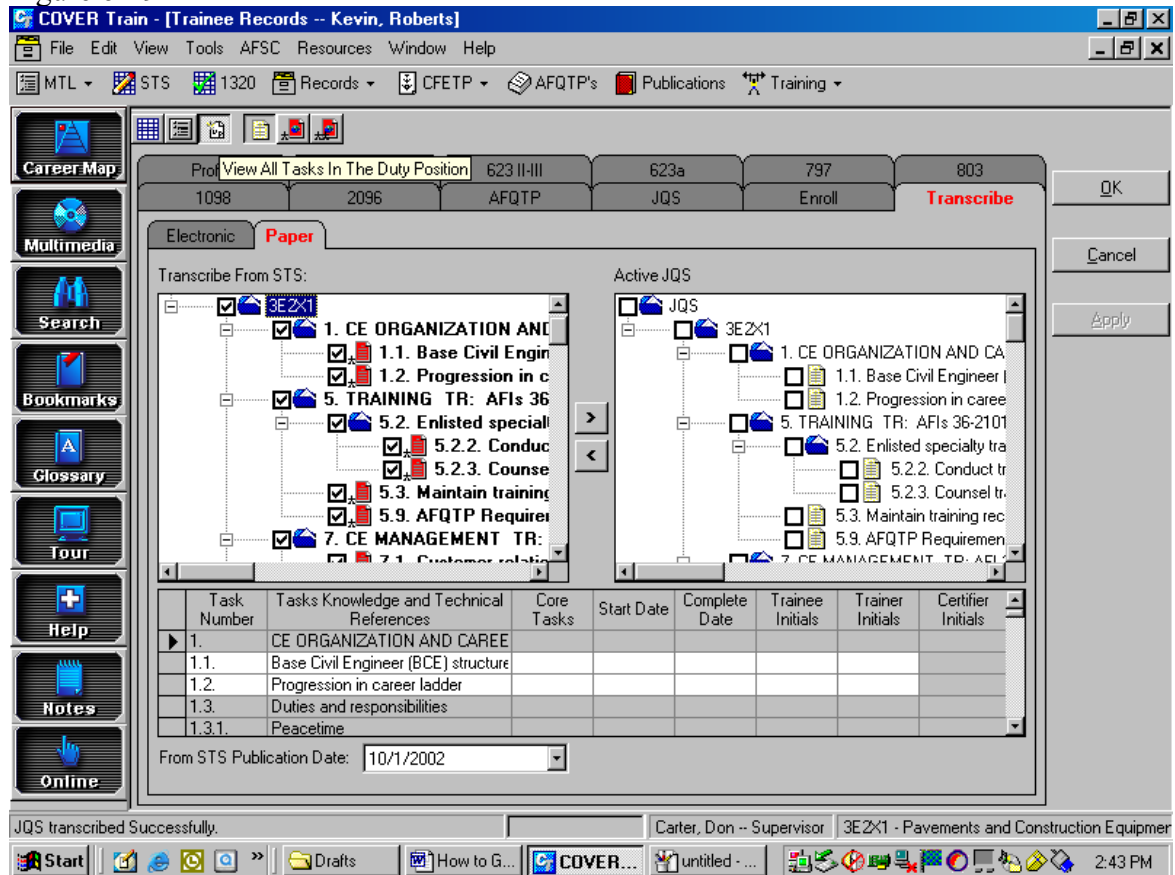
STEP-5. Select the right arrow button to move those tasks into the new JQS. All tasks will convert to new JQS. You will be prompted to insert a date follow transcribe rules in identified in Paper transcribe in next section.

COVER Train

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6.3.12.2. Paper. The paper transcribe is used when first inputting new users into COVER Train who already have a paper JQS. To transcribe from paper to COVER Train:

Figure 6-19



STEP-1. Select **Transcribe Tab**.

STEP-2. Select **Paper Tab**.

STEP-3. Select the **checkboxes** next to the tasks that are signed off on trainees paper STS/JQS NOTE: These should be tasks that are in trainees MTL/Duty position.

STEP-4. Select the right arrow button to move those tasks into the new JQS.

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Figure 6-20

The screenshot shows a Windows-style dialog box titled "Authenticating User". The text inside reads: "Trainee -- I certify the information contained in the AFSC (3E2X1 - Pavements and Construction Equipment Operator) CFETP dated 10/1/2002 was transcribed to the CFETP dated 10/1/2002. I also further acknowledge that by providing my authorization this will place my initials in ALL tasks currently being selected for transcription." Below this is a note: "NOTE: All tasks dated before today (12/10/2003) will not be initialed!". At the bottom, there is a section labeled "Enter Logon Information" with two input fields: "User ID:" and "Password:". To the right of these fields are three buttons: "OK", "Cancel", and "Sign-off Later".

STEP-5. Have trainee read, verify task transcription and place USER ID and password.

STEP-5a. Select OK to place initials on JQS

STEP-5b. Select Sign-off Later. NOTE: This requires going into JQS at a later date and signing off tasks.

Figure 6-21

The screenshot shows a Windows-style dialog box titled "Authenticating User". The text inside reads: "Supervisor -- I certify the information contained in the AFSC (3E2X1 - Pavements and Construction Equipment Operator) CFETP dated 10/1/2002 was transcribed to the CFETP dated 10/1/2002. I also further acknowledge that by providing my authorization this will place my initials in ALL tasks currently being selected for transcription." Below this is a note: "NOTE: All tasks dated before today (12/10/2003) will not be initialed!". At the bottom, there is a section labeled "Enter Logon Information" with two input fields: "User ID:" and "Password:". To the right of these fields are three buttons: "OK", "Cancel", and "Sign-off Later".

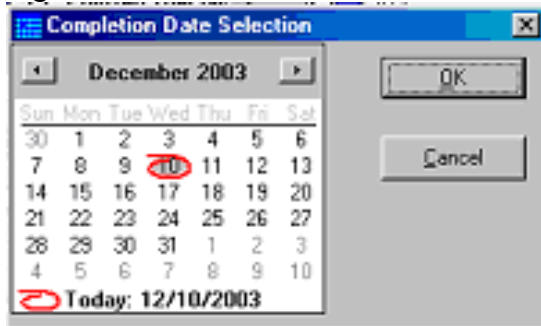
STEP-5. Supervisor read, verify task transcription and place USER ID and password.

STEP-5a. Select OK to place initials on JQS

STEP-5b. Select Sign-off Later. NOTE: This requires going into JQS at a later date and signing off tasks.

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Figure 6-22



STEP 7. On tasks that are part of your MTL leave the date selected and select OK.

STEP-8. On tasks that are not part of your MTL select the date that the trainee completed the task by clicking on arrows to change months or click on year to change years and select OK. These tasks do not require signatures in the JQS per AFI 36-2201 volume 3.

6.3.13. Document JQS on Transcribed Records

Figure 6-23

The screenshot shows the 'COVER Train - [Trainee Records -- Kevin, Roberts]' application. The 'CE JQS Documentation Record' window is open, displaying a table of tasks. The 'JQS' tab is selected, and the 'Transcribe' button is visible on the right. The table has the following columns: Tasks Knowledge and Technical References, Core Tasks, Start Date, Complete Date, Trainee Initials, Trainer Initials, and Certifier Initials. The 'Start Date' and 'Trainer Initials' columns are grayed out.

Tasks Knowledge and Technical References	Core Tasks	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
Base Civil Engineer (BCE) struct			12/10/2003			Carter Don MSgt
Progression in career ladder			12/10/2003			Carter Don MSgt
Conduct training			12/10/2003			Carter Don MSgt
Counsel trainees on their progre			12/10/2003			Carter Don MSgt
Maintain training records			12/10/2003			Carter Don MSgt
AFQTP Requirements			12/10/2003			Carter Don MSgt
Customer relationships			12/10/2003			Carter Don MSgt
Use radios			12/10/2003			Carter Don MSgt
Use hand signals			12/10/2003			Carter Don MSgt
Identify airdrome signals			12/10/2003			Carter Don MSgt
Perform Operational Checks	*		12/10/2003			Carter Don MSgt
Perform Operators Maintenance	*		12/10/2003			Carter Don MSgt
Haul Material	*		12/10/2003			Carter Don MSgt
Dump Material	*		12/10/2003			Carter Don MSgt
Gravel	*		12/10/2003			Carter Don MSgt
Removal	*		12/10/2003			Carter Don MSgt
Installation	*		12/10/2003			Carter Don MSgt
Perform Operational Checks	*		12/10/2003			Carter Don MSgt
Perform Operators Maintenance	*		12/10/2003			Carter Don MSgt
Load Gravel into dump truck	*		12/10/2003			Carter Don MSgt

NOTE: Start date and trainer columns will be grayed out and is not required on transcribed task.

STEP-1. Select ► to select task to sign off. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray on each task to select non-consecutive tasks.

STEP-2. Select Trainee or Certifier box. Trainee or Certifier must type in User ID and Password. You must have appropriate access rights to sign off task. User ID will automatically show in trainee box.

NOTE: On tasks that are part of your MTL:

- Trainee and Certifiers initials are required on all transcribed tasks
- Do not sign off transcribed tasks that are not part of your MTL only carry over previous completion date

6.3.14. Export Trainee Disk

To Save record on a disk follow below steps.

STEP-1. Place a formatted 3.5 diskette or CD ROM in the disk drive

STEP-2. Select **File** from the main screen tool bar and select **Export User Records**.

Figure 6-24

	Last Name	First Name	MI	Grade	Unit	AFSC	Access Level
▶	Boyd	Ralph		A1C	HQ AFCEA	3E2X1	Trainee
	Doe	John		SSgt	HQ AFCEA	3E2X1	Trainer
	Johnson	Terence		SSgt	HQ AFCEA	3E2X1	Immed. Supervisor
	Trainee	Three		A1C	HQ AFCEA	3E2X1	Trainee

STEP-3. Highlight trainee by selecting the gray box next to trainee's name. STEP-4. Select Export User box to open the **Save As** dialog box.

STEP-5. Select the drop down arrow in the Save in: box and select the directory or drive you would like to save record.

STEP-6. The filename will be automatically set to the trainee's last name + last four digits of their Social Security Number. Select **Save**.

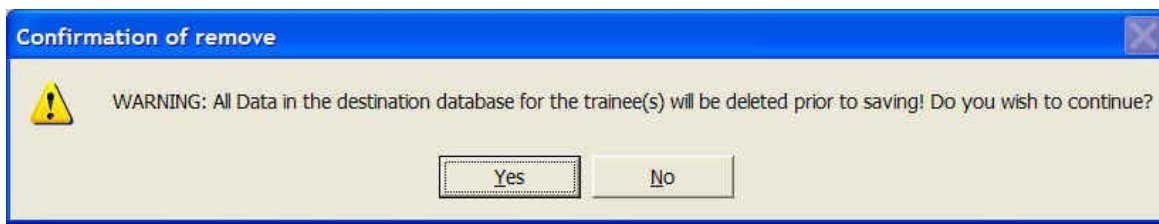
Export Trainee records continued

NOTE: Export Multiple Users: To Export multiple users, hold down either the Control key or the Shift key and click the users that you wish to export, and then click the Export User button. COVER Train will only produce one export file with all the users information contained in that file. The name defaults to the trainee's last name + last four digits of their SSN; however you may change this name if you desire.

When exporting multiple users, file size will more than likely exceed the size of a floppy disk. You may export your files to any data source that you choose whether that be a CD, USB Pen Drive, or on a shared Network drive.

You will see a warning once you select the export user button. Please ensure that you are not saving your records where you have previously saved records, as this will over write those records. Records that are being exported REMAIN IN COVERTRAIN. It is recommended that when a record is exported, the record be locked by using the lock feature located on the profile screen. This ensures that no changes will be made to the record while that record is not being actively used on that system.

Figure 6-25



6.3.15. Import Trainee Disk

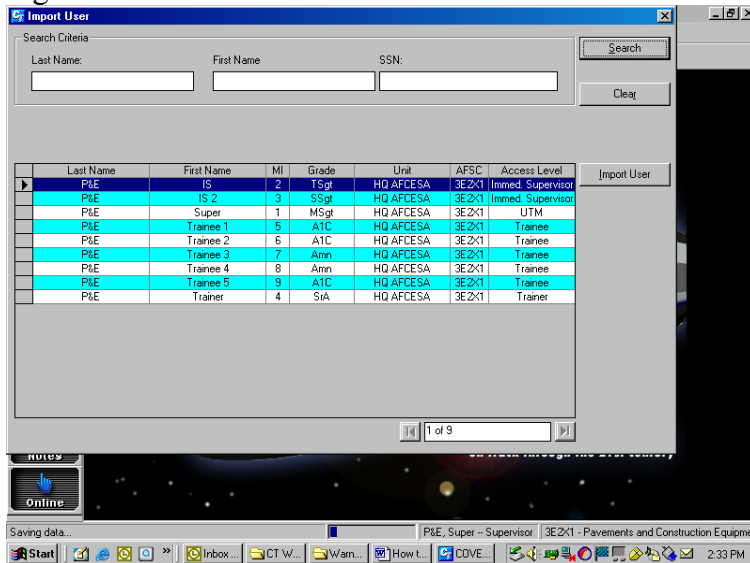
STEP-1. Select Import User Records from the file drop down menu.

Figure 6-26



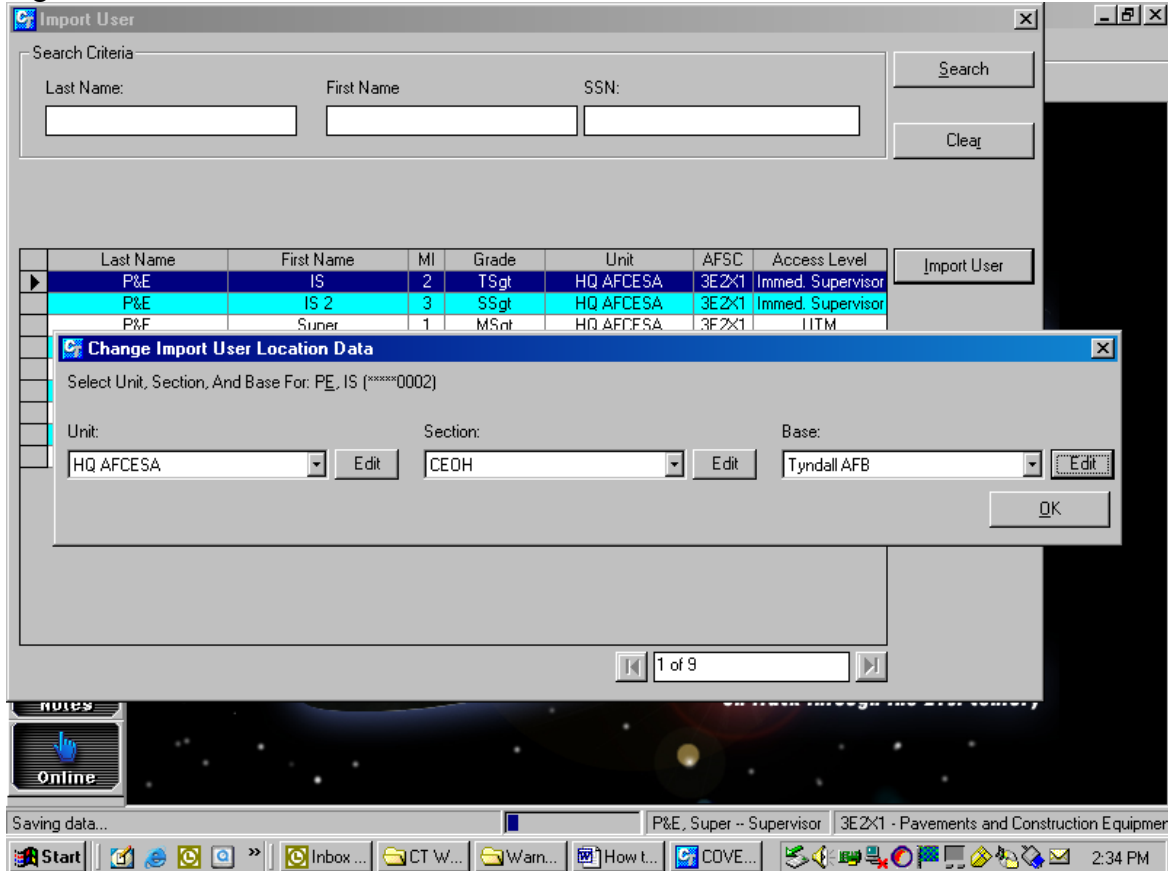
STEP-2. Select the Users record(s) that need to be imported into the database. Select one or multiple records and select import user.

Figure 6-27



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Figure 6-28

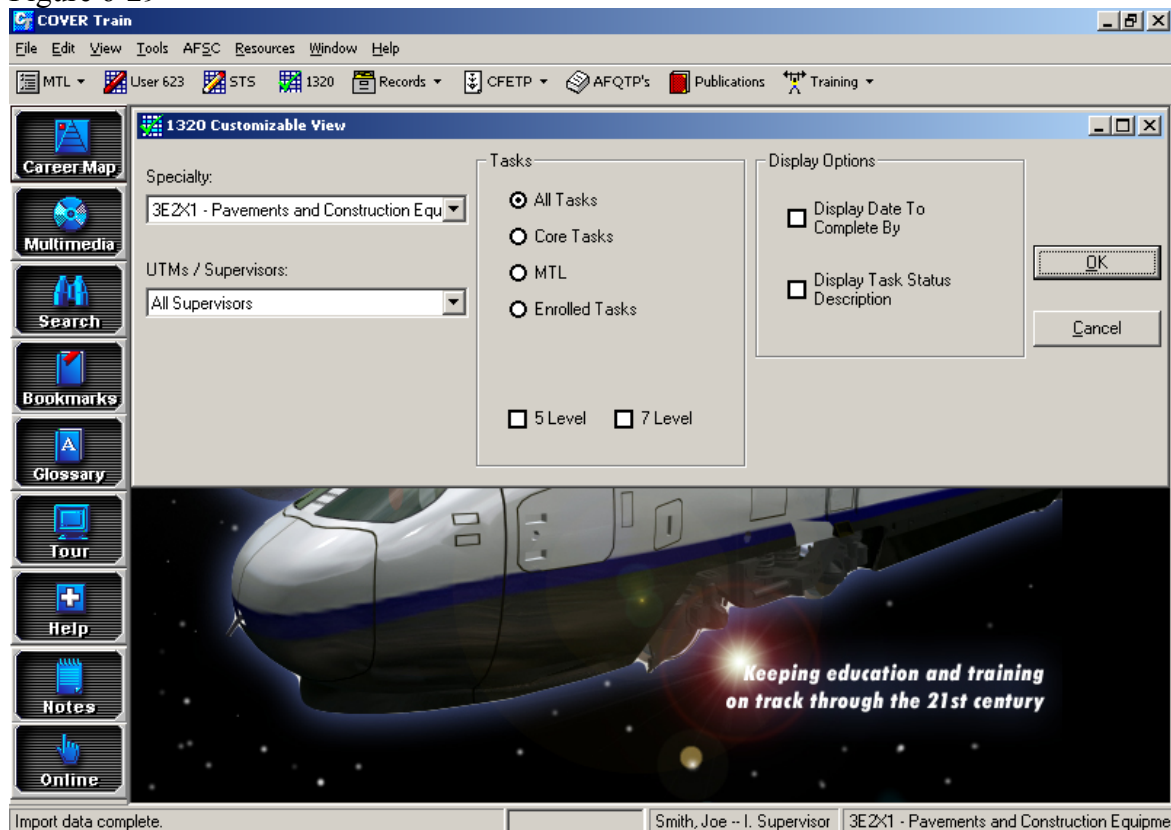


STEP-3. Change unit, section and base to meet the settings for the receiving database.
Note: This is required so the records will show in receiving database.

STEP-4. Select OK to import user(s)

6.3.16. Develop / View Form 1320 (Training Chart)

Figure 6-29



6.3.16.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To create the report:

STEP-1. Select 1320 on the toolbar.

STEP-2. Adjust the report parameters according to your needs.

STEP-3. Select Advanced to review the tasks for a specific trainee.

STEP-4. Select OK to run the report. When the report displays, you may rollover each symbol to see the task name and status.

NOTE: After loading your shop's trainees and enrolling them in their JQS, their names automatically appear on the 1320 Form. Start and completion training dates will also be posted in the appropriate fields.

6.3.17. Initiate Upgrade Actions Using Form 2096

NOTE: This form is used to track upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

Figure 6-30

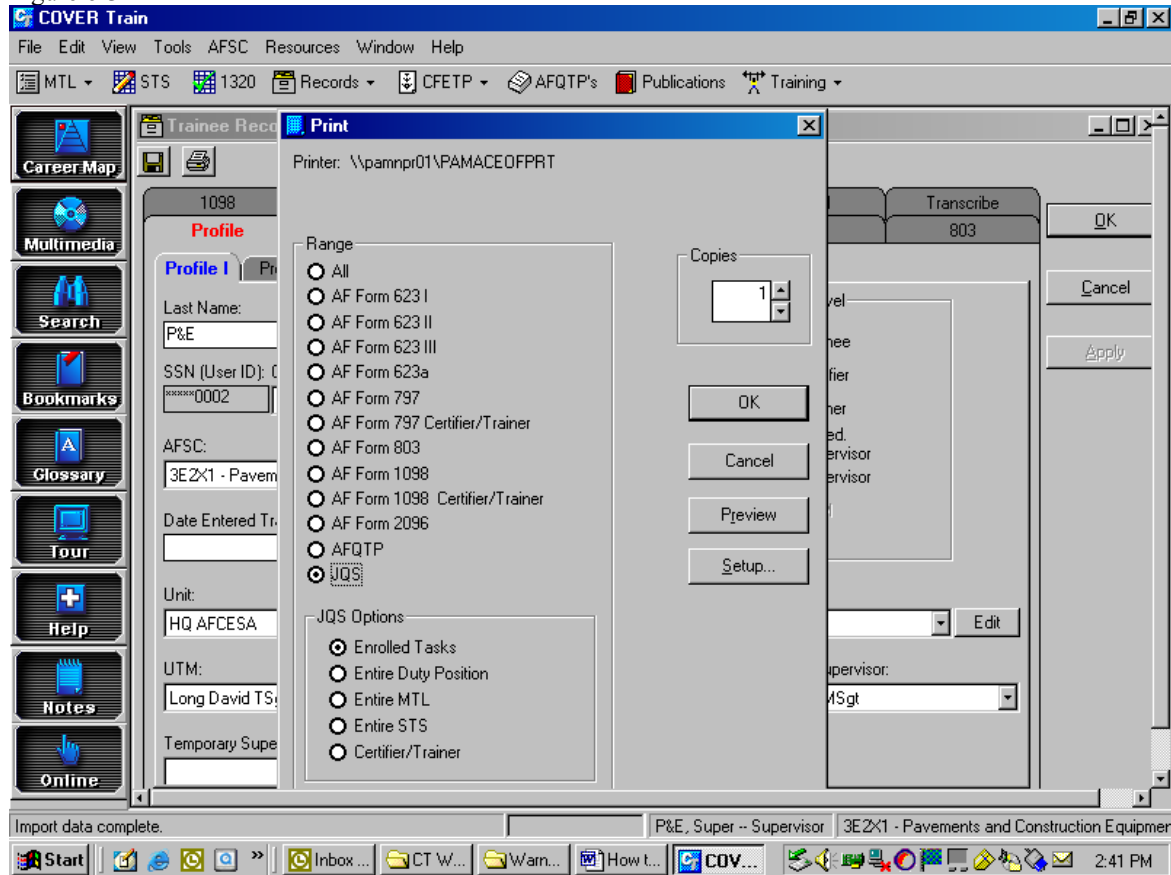
The screenshot shows the COVER Train application window. The title bar reads "COVER Train". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The main window displays "Trainee Records -- Ralph, Boyd". A tabbed interface at the top shows tabs for Profile, 623 I, 623 II-III, 623a, 797, and 803. The "2096" tab is selected. Below the tabs, the form is divided into sections: "Individual Identification" with fields for Last Name (Boyd), First Name (Ralph), MI, Grade (A1C), SSN (*****0005), and Unit (HQ AFCEA); "PERSONNEL DATA CHANGES" with sub-sections "AFSC INFORMATION" and "OJT INFORMATION". The AFSC INFORMATION section includes fields for Award AFSC (3E231), As AFSC, Effective, Redesignate, PAFSC From, To, CAFSC From, To, and Effective. The OJT INFORMATION section includes fields for Effective, Enter/Continue AFSC, Withdraw AFSC, Completed AFSC, Date Initially Entered RETNG, and Directed Duty AFSC. The bottom status bar shows "Smith, Joe -- I. Supervisor" and "3E2X1 - Pavements and Construction Equipme". The taskbar at the bottom shows the Start button, several application icons, and the system clock at 12:50 PM.

STEP-1. Open the trainee's records and select the **2096** Tab.

STEP-2. Complete all appropriate fields.

6.3.18. Print Records

Figure 6-31



6.3.17.1. From the **Print** dialog, you may select to print a single form or all forms. To print records:

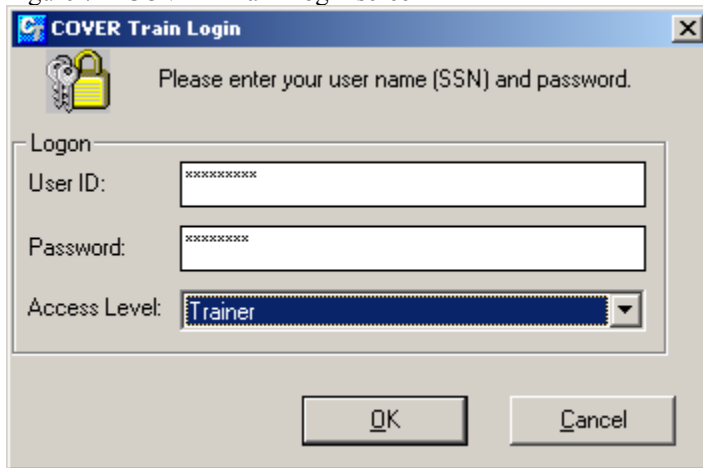
- STEP-1. Select the **Print** button at the top left corner of the screen.
- STEP-2. Select form or all.
- STEP-3. Select **OK** to print or **Preview** to view form.

Chapter 7

Trainer Functions

7.1. Perform Login Function

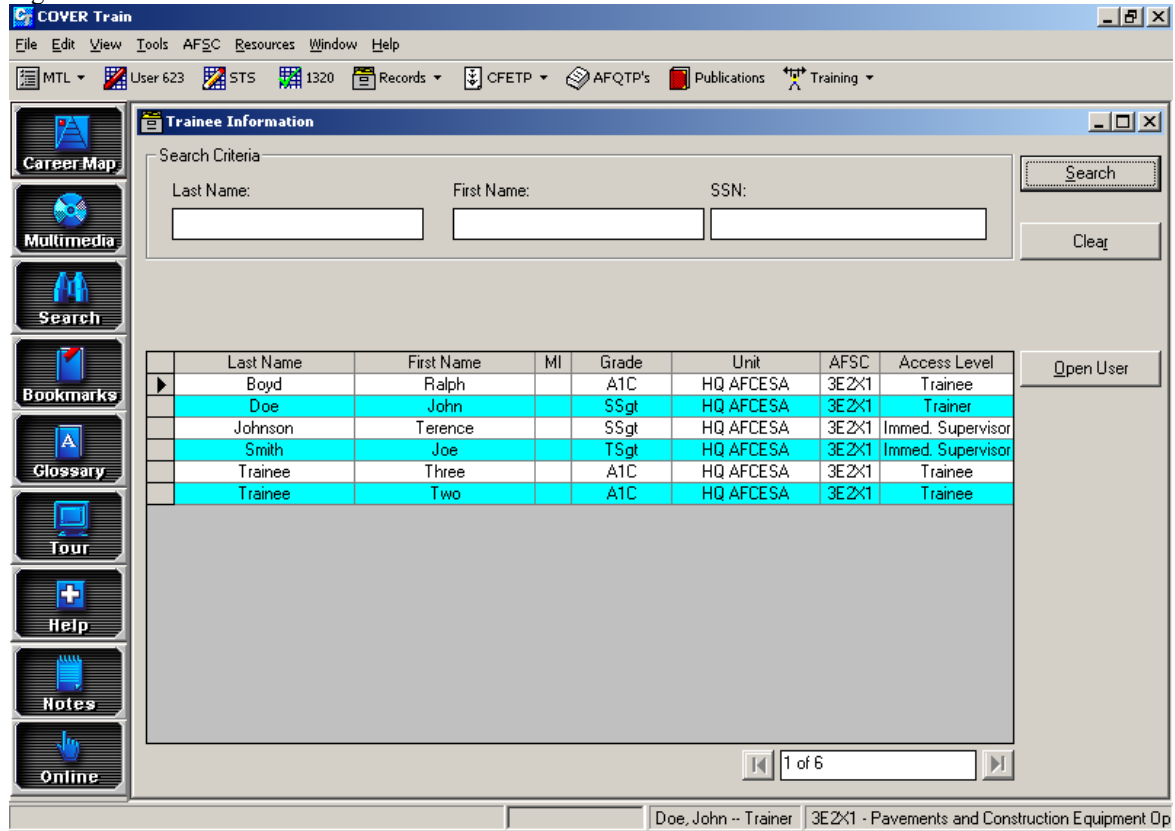
Figure 7-1 COVER Train Login screen

The image shows a Windows-style dialog box titled "COVER Train Login". It features a blue title bar with a small icon on the left and a close button (X) on the right. Below the title bar, there is a yellow padlock icon and the text "Please enter your user name (SSN) and password." The main area of the dialog box is labeled "Lagon" and contains three input fields: "User ID:" with a text box containing "XXXXXXXX", "Password:" with a text box containing "XXXXXXXX", and "Access Level:" with a drop-down menu showing "Trainer". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Trainer** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

7.2. Open Trainee Records

Figure 7-2




STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

7.3. Document Task Evaluation Using Form 803

Figure 7-3

The screenshot shows the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". It contains a "REPORT OF TASK EVALUATIONS" form for Form 803. The form has several tabs at the top: 1098 Profile, 2096 623 I-II, AFQTP 623 III-IV, JQS 623a, Enroll 797, and Transcribe 803. The "Transcribe 803" tab is selected. The form fields are as follows:

Last Name:	First Name:	MI:	Grade/Rank:	AFSC:
Boyd	Ralph		A1C	3EZ1

Below the form fields, there is a section for "JQS Task Items Evaluated:" with a list of tasks:

- 15.1. Dump Trucks
- 15.1.1. Perform Operational Checks
- 15.1.2. Perform Operator Maintenance

The "Remarks:" section contains the text: "A1C Boyd satisfactory demonstrated the above tasks."

At the bottom of the form, there are fields for "Date:" (1/16/2003 2:49:03 PM), "Evaluator:" (Jones Jack MSgt), and "Signature:" (Jones Jack MSgt). There are also buttons for "Delete", "Add", "OK", "Cancel", and "Apply".

The interface includes a sidebar on the left with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The bottom status bar shows the user "Smith, Joe -- I. Supervisor" and the task "3EZ1 - Pavements and Construction Equipme".

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

7.4. Update Trainee JQS

Figure 7-4

The screenshot shows the 'COVER Train' application window. The 'Trainee Records -- Ralph, Boyd' sub-window is active. The 'JQS' (Job Qualification Standard) tab is selected. The table below represents the data shown in the 'Job Qualification Standard' section.

Task Number	Tasks Knowledge and Technical References	Core Tasks	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
15.1.1.	Perform Operational Checks	*	1/16/2003		Boyd Ralp		
15.1.2.	Perform Operators Maintenance	*	1/16/2003				
15.1.3.1.	Haul Material	*	1/16/2003				
15.1.3.2.	Dump Material	*	1/16/2003				
15.1.3.3.1.	Gravel	*	1/16/2003				
15.1.4.1.	Removal	*	1/16/2003				
15.1.4.2.	Installation	*	1/16/2003				
15.2.1.	Perform Operational Checks	*					
15.2.2.	Perform Operators Maintenance	*					
15.2.3.1.	Load Gravel into dump truck	*					
15.2.4.1.	Load/Unload Material	*					
15.2.4.2.	Transport Material	*					
17.1.	Perform Operational Checks	*					
17.2.	Perform Operators Maintenance	*					
17.3.4.	Steel Wheel Vibratory Roller	*					
19.3.1.	Perform Operational Checks	*					
19.3.2.	Perform Operator Maintenance	*					
19.3.4.	Change Brooms	*					
19.3.5.	Change Working Surface	*					

STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen. These must be accomplished by trainee supervisor.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainer** box to initial task. Type in your User ID and Password. Trainee must initial task before trainer. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

7.4.1. Select **Decertify** box to decertify a trainee on a task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

7.5. AFQTP

Figure 7-5

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I 623 II-III 623a 797 803
1098 2096 **AFQTP** JQS

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Complete
15.1.1.	Perform Operational Checks	8245	*	7/16/200	1/16/200	Boyd Ral	Doe John	1/21/2003
15.1.2.	Perform Operators Maintenance		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.1.	Haul Material		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.2.	Dump Material		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.3.1	Gravel		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.4.1.	Removal	8175	*					
15.1.4.2.	Installation	8175	*	7/16/200	1/16/200	Boyd Ral	Doe John	9/27/2002
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					

OK Cancel Apply

Trainee Trainer CerTest

Doe, John -- Trainer 3E2X1 - Pavements and Construction Equipment Op

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** to view calendar and select start date.

STEP-4. Select **Trainer** box. Type in your User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

7.5.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

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7.6. 797 Tab.

Figure 7-6

Trainee Records -- IS, P&E

1098 2096 AFQTP JQS Enroll Transcribe
 Profile 623 I 623 II-III 623a **797** 803

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS

Task Number	Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
1.1.	Test 1	N/A	11/24/20				
1.2.	Test 2	5 - Level					
1.2.1	test 2.1	5 - Level	11/24/20				
1.3.	Test 3	7 - Level	10/24/20	11/24/20	P&E IS T	P&E SUF	

Buttons: OK, Cancel, Apply, Start Date, Trainee, Trainer, Certifier, Decertify, Delete

Status: Import data complete. P&E, Super -- Supervisor 3E2X1 - Pavements and Construction Equipmer

STEP-1. Select **797 Tab**. Tasks will be shown only after 797 is created in Create MTL and trainee is enrolled in the 797 task from the Enroll Tab or 797 tasks are assigned to trainees duty position.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainee or Trainer or Certifier and input User ID and Password to sign off task or tasks.

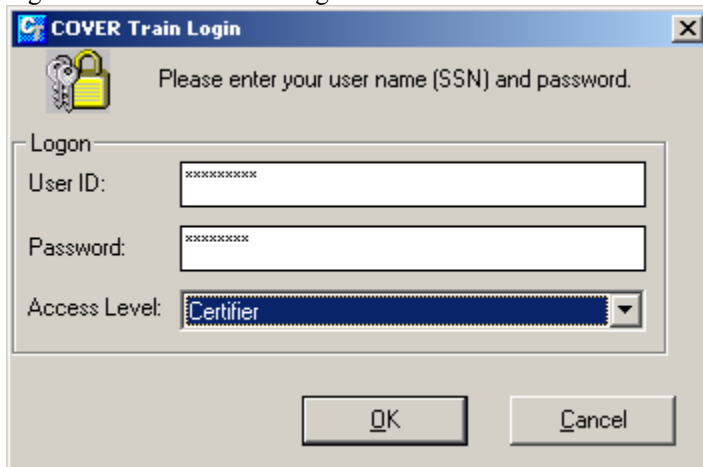
NOTES: Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a. Task may be deleted if they are not part of trainees duty position.

Chapter 8

CERTIFIER FUNCTIONS

8.1. Perform Login Function

Figure 8-1 COVER Train Login screen

The image shows a Windows-style dialog box titled "COVER Train Login". It contains a small icon of a padlock and a key. The text inside says "Please enter your user name (SSN) and password." Below this, there is a "Login" section with three fields: "User ID:" with a text box containing "XXXXXXXX", "Password:" with a text box containing "XXXXXXXX", and "Access Level:" with a drop-down menu showing "Certifier". At the bottom, there are "OK" and "Cancel" buttons.

COVER Train Login

Please enter your user name (SSN) and password.

Logon

User ID: XXXXXXXX

Password: XXXXXXXX

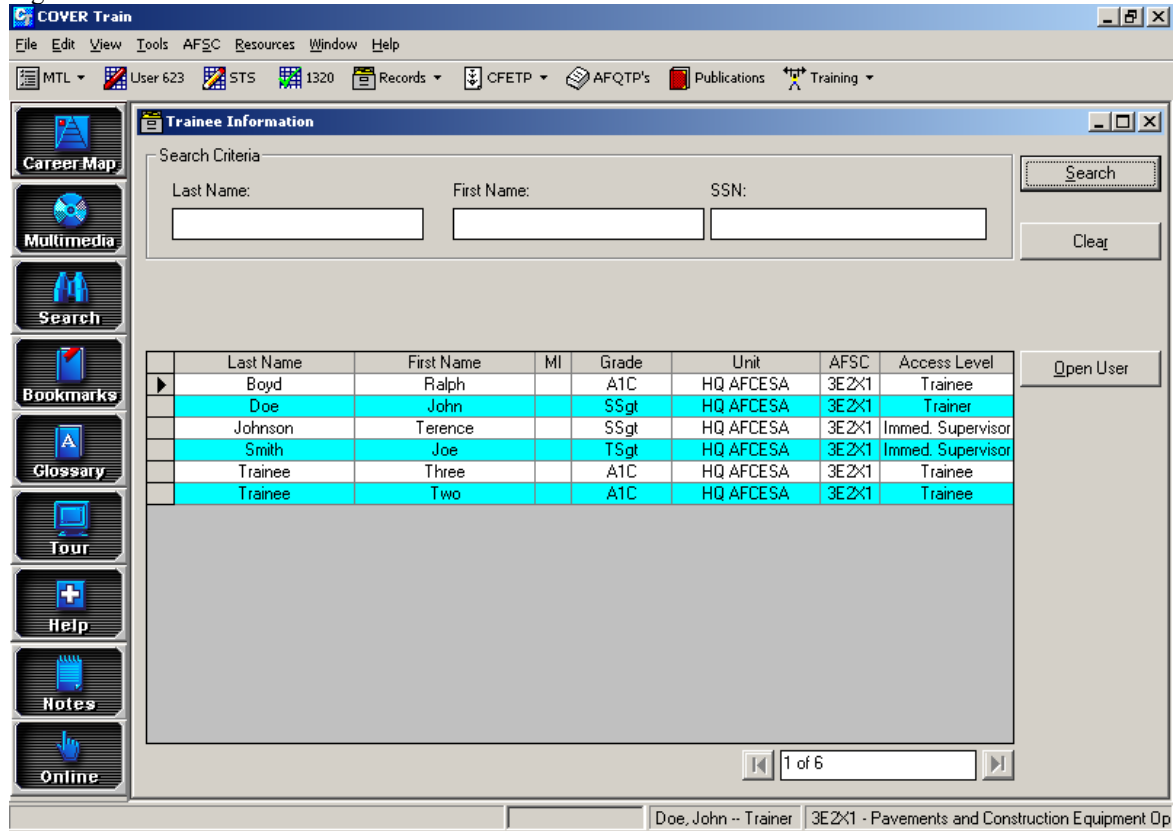
Access Level: Certifier

OK Cancel

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Certifier** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

8.2. Open Trainee Records

Figure 8-2




STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

8.3. Document Task Evaluation Using Form 803

Figure 8-3

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

1098 2096 AFQTP JQS Enroll Transcribe
Profile 623 I-II 623 III-IV 623a 797 **803**

REPORT OF TASK EVALUATIONS

Last Name: First Name: MI: Grade/Rank: AFSC:
Boyd Ralph A1C 3E2X1

JQS Task Items Evaluated:
15.1. Dump Trucks
15.1.1. Perform Operational Checks
15.1.2. Perform Operator Maintenance

Remarks: ☒ Satisfactory ☐ UnSatisfactory

Remarks:
A1C Boyd satisfactory demonstrated the above tasks.

Date: Evaluator: Signature:
1/16/2003 2:49:03 PM Jones Jack MSgt Jones Jack MSgt

Delete Add Page 1 of 1

Start COVER Train Draft How to Guide.doc - Micr... 2:49 PM

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

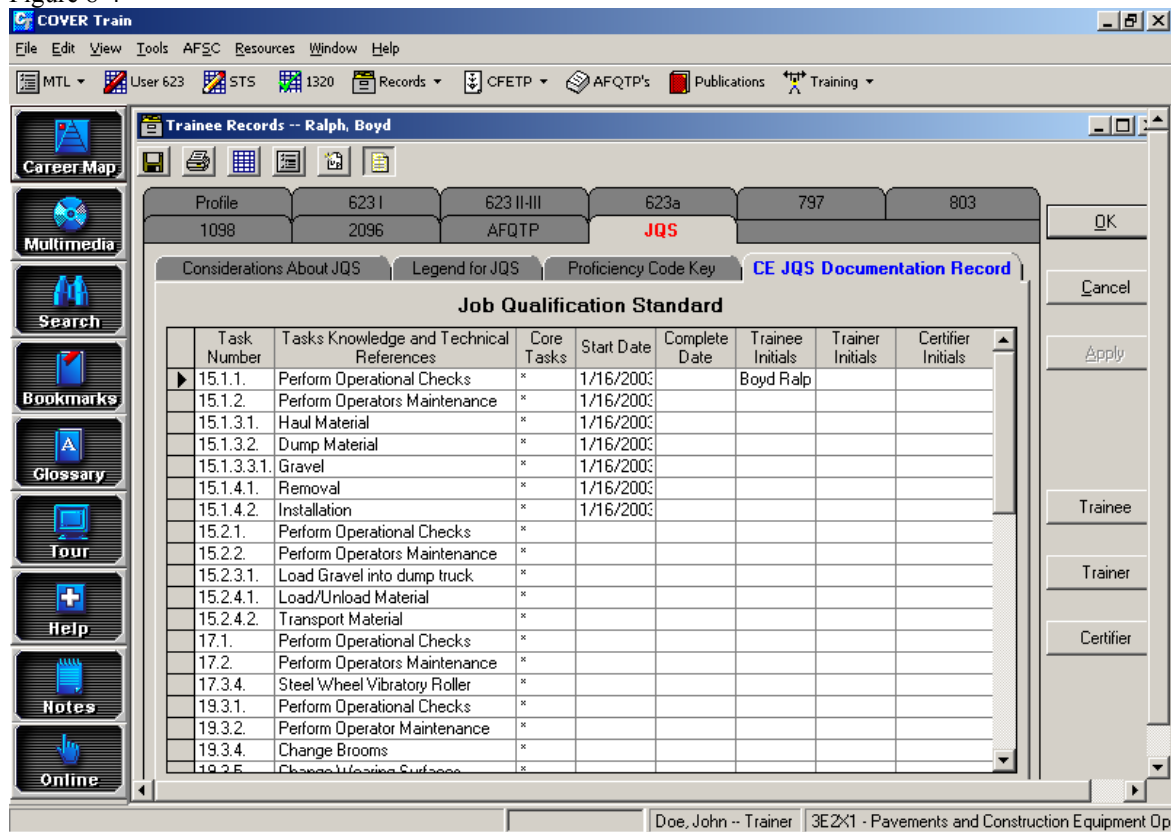
STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

8.4. Update Trainee JQS

Figure 8-4



STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab or given a duty position from the Profile screen by trainee's supervisor. Task must already have a start date given from trainee's supervisor for a certifier other than trainee supervisor to sign.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Certifier** box to initial task. Type in your User ID and Password. Trainee and Trainer must initial task before Certifier. **NOTE: AFQTP task must be initialed on core task prior to JQS.**

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8.5. 1098 Tab

Figure 8-5

The screenshot shows the COVER Train software interface. The main window is titled "Trainee Records -- Jan, Farmer". It displays a table for "SPECIAL TASK CERTIFICATION AND RECURRING TRAINING". The table has columns for Unit Office Symbol, Task Number, Task, or Recurring Training and Technical References, Date Completed, Certifier Initials, Trainee Initials, Score or Hours, Type, Frequency, Due Date, and Days Per Week. Two tasks are listed: Task 1 and Task 2, both completed on 12/10/20. The interface includes a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The bottom status bar shows the user is Carter, Don -- Certifier, and the task is 3E2X1 - Pavements and Construction Equipment O.

Unit Office Symbol	Task Number	Task, or Recurring Training and Technical References	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date	Days Per Week
	1.1.	Task 1	12/10/20	Carter Doi	Farmer Ja			Annual	12/10/20	12 M
	1.2.	Task 2	12/10/20	Carter Doi	Farmer Ja			1 AEF Cyl	3/10/200	15 M

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on due date box on left side of screen to view calendar and select next due date for task.

STEP-3. Click on trainee's initial box on left side of screen. Have trainee input password.

STEP-4. Click on certifier box on left side of screen. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. To recertify task highlight task and click on Recertify button on right side of screen. Have trainee input password. Have certifier input user ID and password.

NOTE: due date will change to next set due date.

8.6. 797 Tab.

Figure 8-6

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- IS, P&E

1098 2096 AFQTP JQS Enroll Transcribe
 Profile 623 I 623 II-III 623a **797** 803

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS

Task Number	Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
1.1.	Test 1	N/A	11/24/20				
1.2.	Test 2	5 - Level					
1.2.1	test 2.1	5 - Level	11/24/20				
1.3.	Test 3	7 - Level	10/24/20	11/24/20	P&E IS T	P&E Supi	
1.4.	Test 4	7 - Level	10/24/20	11/24/20	P&E IS T	P&E IS 2	P&E SUPER MSGT

OK Cancel Apply Start Date Trainee Trainer Certifier Decertify Delete

Import data complete. P&E, Super -- Supervisor 3E2X1 - Pavements and Construction Equipment

STEP-1. Select **797 Tab.**

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Certifier box and input your User ID and Password to initial task or tasks.

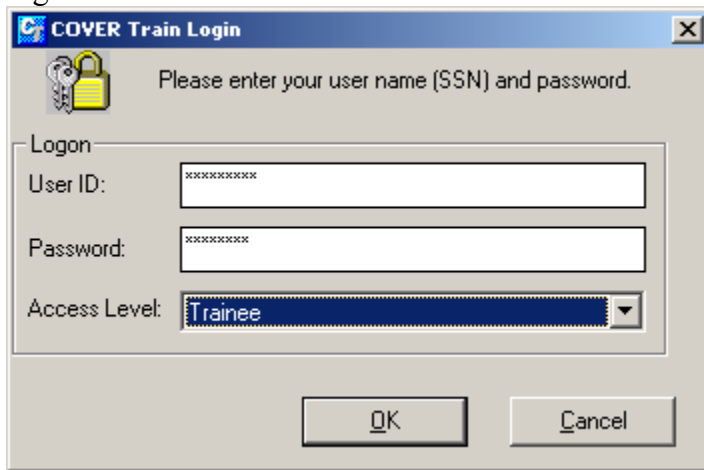
8.6.1. Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a.

Chapter 9

TRAINEE FUNCTIONS

9.1. Perform Login Function

Figure 9-1

The image shows a Windows-style dialog box titled "COVER Train Login". It contains a small icon of a padlock and a key. The text inside says "Please enter your user name (SSN) and password." Below this, there is a "Ligon" section with three fields: "User ID:" with a text box containing "*****", "Password:" with a text box containing "*****", and "Access Level:" with a drop-down menu showing "Trainee". At the bottom, there are "OK" and "Cancel" buttons.

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password**.

STEP-4. Select **Trainee** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

9.2. Update Data From Student Disk

STEP-1. Login to COVER Train.

STEP-2. Insert formatted 3.5 diskette is in the disk drive.

STEP-3. From the menu bar on the main screen, select **Import User Records**.

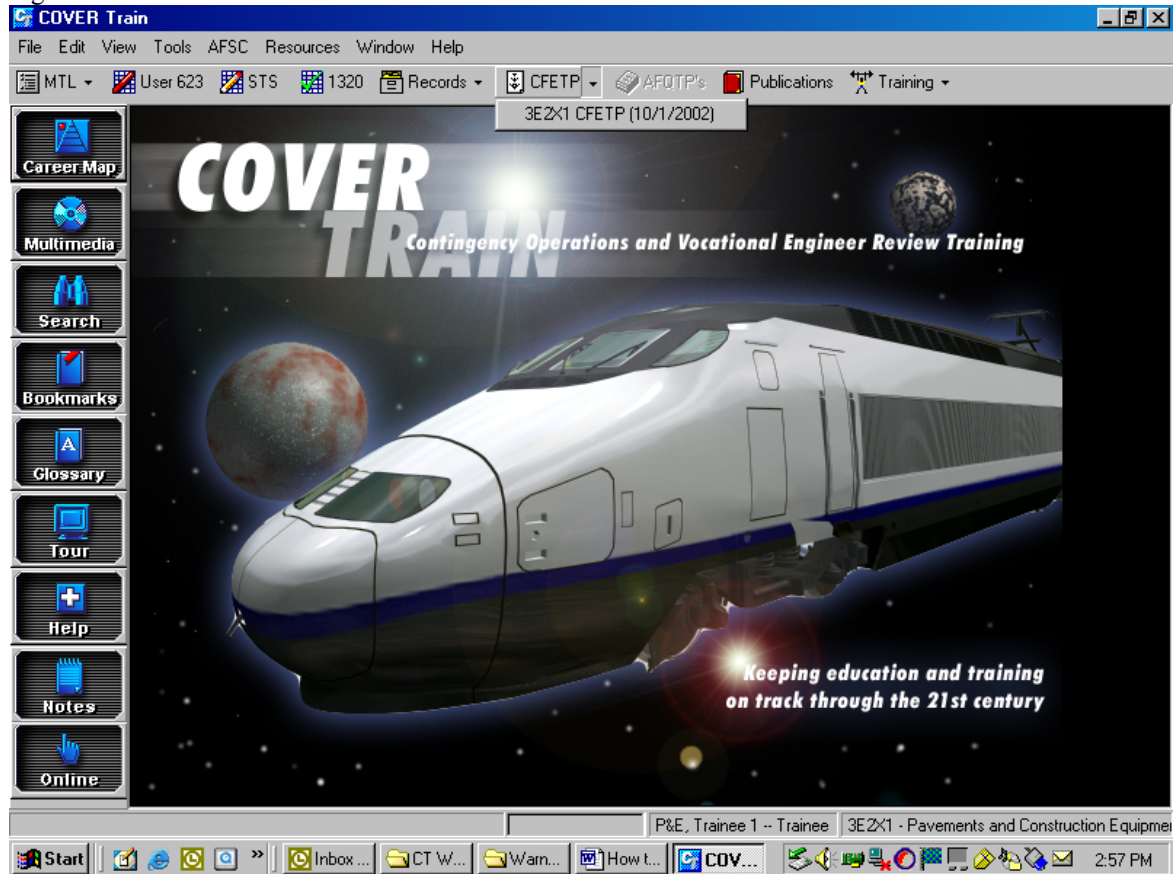
STEP-4. Select your records and select OK.

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9.3. Review CFETP Part I

NOTE: Some key areas (References and AFQTPs) **will not unlock** until you complete the next two steps.

Figure 9-2



STEP-1. Click on the **CFETP** drop-down button from the tool bar on the main screen.

STEP-2. Click on CFETP or Change doc.

STEP-3. Select **Part I** to open the CFETP Part I screen.

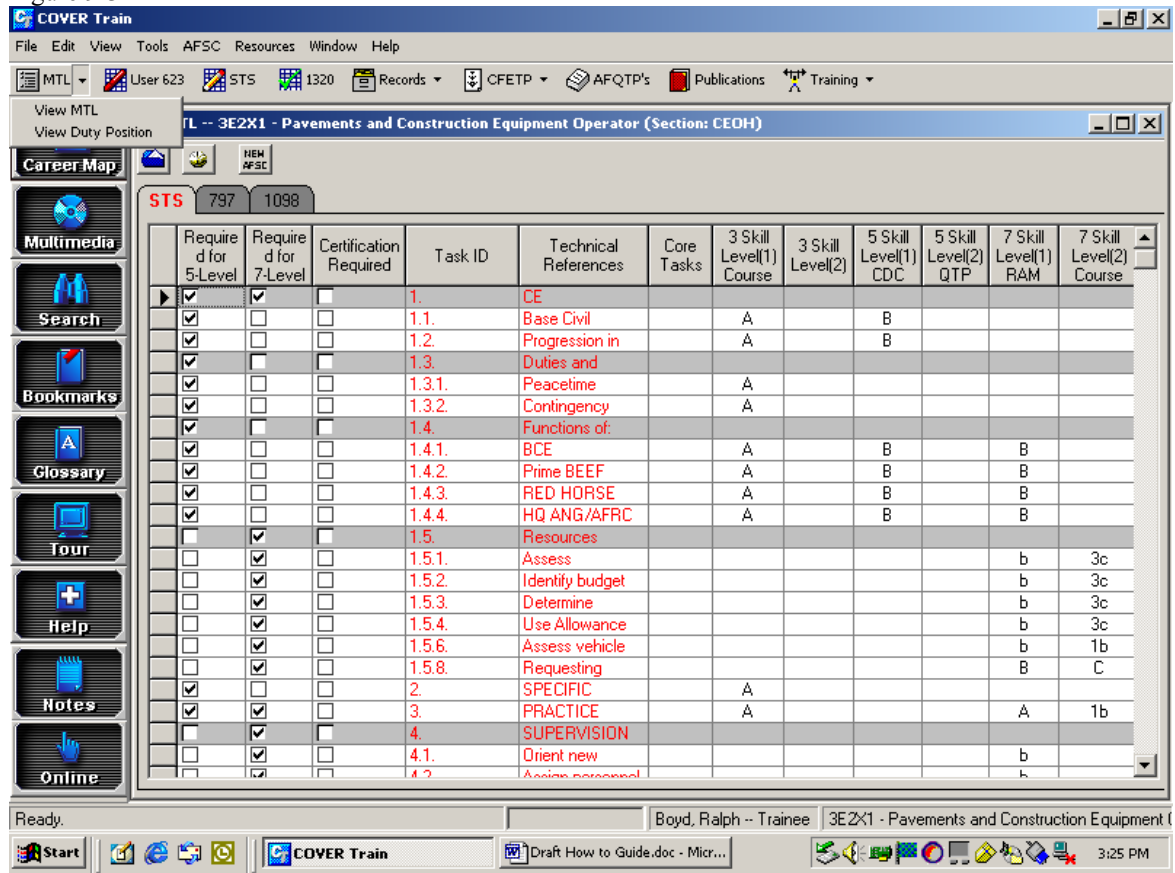
STEP-4. Read the Introduction and Sections A – E.

STEP-5. Take the Quiz.

NOTE: You must correctly answer at least 12 of 16 questions to proceed.

9.4. View MTL and Duty Position

Figure 9-3



9.4.1. To view your sections Master Task List (MTL) or Duty Position select MTL:

STEP-1. Select MTL or Duty Position from the tool bar on the main screen.

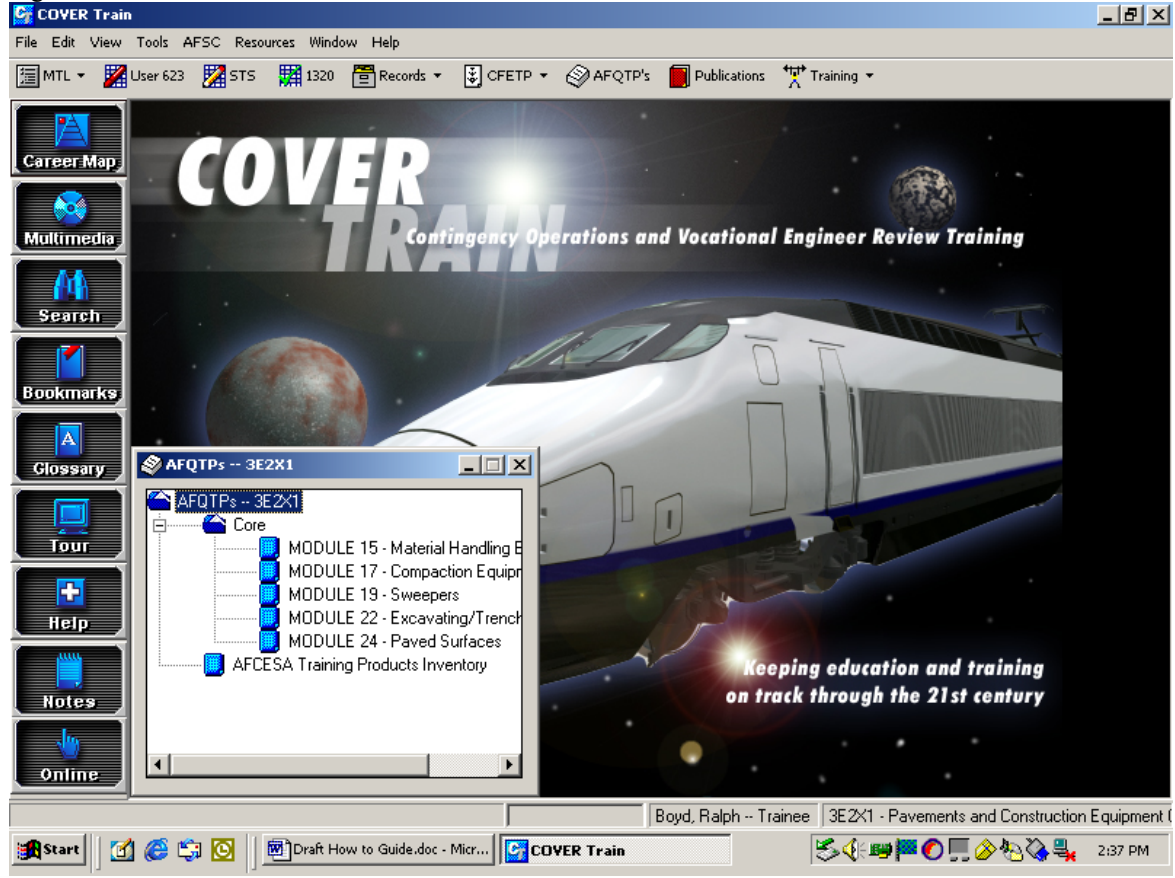
9.4.2. The MTL identifies all tasks that are accomplished at your duty location.

9.4.3. The Duty Position identifies all tasks required by your supervisor to accomplish your job.

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9.5. Access AFQTPs

Figure 9-4



9.5.1. To access AF Qualification and Training Packages:

STEP-1. Select **AFQTP** on the main screen tool bar to view AFQTP screen.

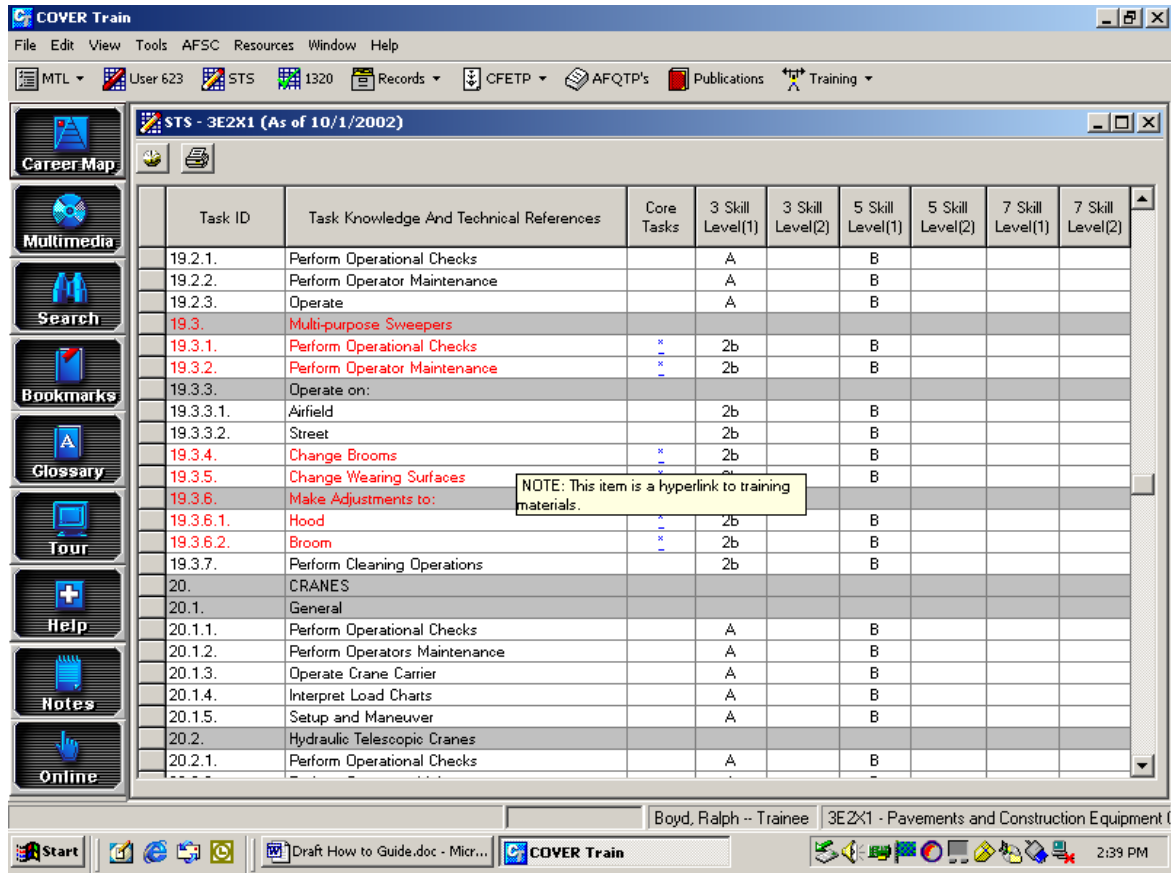
STEP-2. Select the module desired by pointing to and double clicking the item. This action launches the QTP in a read-only format.

9.5.2. Highlight or copy various items and paste notes on a text pad using the Notes function.

NOTE: To use the Notes function, press the **Notes** key on the function bar, then copy and paste as with normal Windows operations.

9.5. Access AFQTPs (Cont'd)

Figure 9-5



9.5.3. To access the exact section in the AFQTP in AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 follow the below steps:

STEP-1. Select the STS box on main menu.

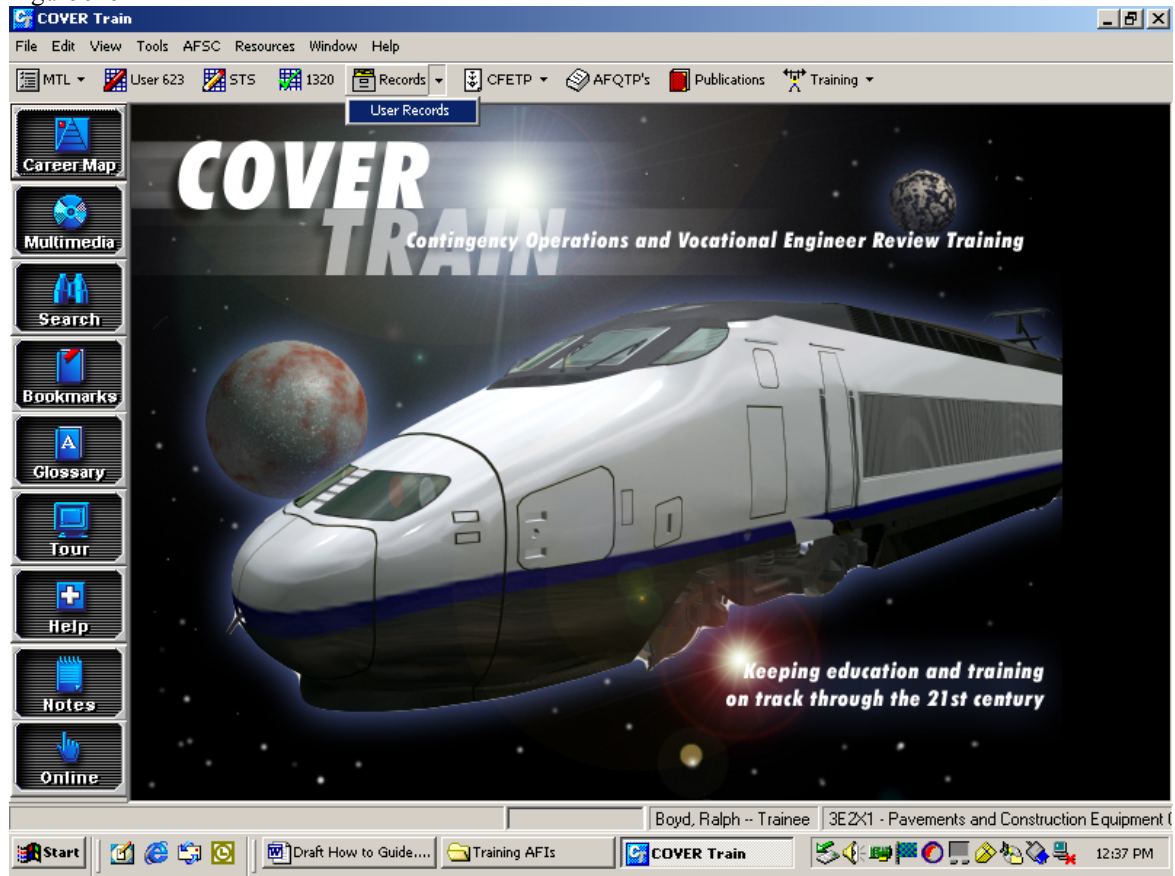
STEP-2. Double Click on the blue hyperlink symbol in the Core task column of the STS.

STEP-3. Follow course info instruction.

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9.6. Review Training Records

Figure 9-6



To review your training records follow the below steps:

STEP-1. Select the **User 623** or Records **User Records** from the main toolbar screen

STEP-2. Select the applicable Tab for the form you wish to view. Below is a list of where you can find information on each tab:

<u>TAB</u>	<u>PAGE</u>
• Profile	84
• 623 I	85
• 623 II	86
• 623-III	87
• 623a	88
• JQS	89
• AFQTP	90
• 1098	91
• 797	92
• 803	93

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9.7. Trainee Profile

Figure 9-7

The screenshot shows the 'Trainee Records -- Ralph, Boyd' window in the COVER Train application. The window has a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. A left sidebar contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main area is titled 'Profile' and contains two tabs: 'Profile I' (selected) and 'Profile II'. The 'Profile I' tab displays the following information:

- 1098** (Profile), **2096** (623 I), **AFQTP** (623 II-III), **JQS** (623a), **797**, **803**
- Last Name:** Boyd, **First Name:** Ralph, **MI:** [blank], **Password:** [masked]
- SSN (User ID):** [masked]0005, **Grade/Rank:** A1C
- AFSC:** 3E2X1 - Pavements and Construction, **Duty Position:** airfield crew (5 Level)
- Date Entered Training:** 3/16/2002, **Training Status Code:** B
- Unit:** HQ AFCEA, **Section:** CEOH, **Base:** Tyndall AFB
- UTM:** Manager Training TSgt, **Shop Supervisor:** Jones Jack MSgt, **Immediate Supervisor:** Smith Joe TSgt
- Temporary Supervisor:** [blank], **Record Status:** UnLocked
- Access Level:** ☒ Trainee, ☐ Certifier, ☐ Trainer, ☐ Immed. Supervisor, ☐ Supervisor, ☐ UTM

Buttons for OK, Cancel, and Apply are on the right. The status bar at the bottom shows 'Ready.', 'Boyd, Ralph -- Trainee', '3E2X1 - Readiness (97 w/ 99 Interim)', and 'CAPS'. The taskbar at the very bottom shows the Start button, several icons, the COVER Train application, a Microsoft Word document 'Draft How to Guide.doc', and the system clock '3:08 PM'.

Review information in your Profile I screen for accuracy. Let your Immediate Supervisor know if changes are required. The only change that you can make is to the Password field. To change your password:

STEP-1. Select password box and delete password.

STEP-2. Type in your new password.

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

If you forget your password you must contact your UTM.

COVER Train
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9.8. 623 I

Figure 9-8

The screenshot shows the COVER Train application window titled "Trainee Records -- Ralph, Boyd". The interface includes a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. A sidebar on the left contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area displays a form for "623 I" with the following fields:

1098	2096	AFQTP	JQS	797	803
Profile	623 I	623 II-III	623a		

I. IDENTIFICATION DATA

Last Name: Boyd First Name: Ralph MI: Grade/Rank: A1C DAFSC/Job Series: 3E231

INDIVIDUAL TRAINING RECORD

PRIVACY ACT STATEMENT

AUTHORITY: Title 44 U.S.C. 3101; Title 10 U.S.C. 8013 and E.O 9397

PRINCIPLE PURPOSE: AF Form 623 and all documents filed in this folder are used to document, monitor, and maintain a comprehensive record of an individual's training.

ROUTINE USES OUTSIDE DOD: None

DISCLOSURE IS VOLUNTARY: The SSN is mandatory to make positive identification of the individual in relation to other personnel records and actions. Failure to provide information will jeopardize the ability

Individual's Signature: Boyd Ralph A1C Date: 1/17/2003 1:39:23 PM

The status bar at the bottom shows "Ready", "Boyd, Ralph -- Trainee", "3E231 - Readiness (97 w/ 99 Interim)", and "CAPS".

STEP-1. Select **623 I Tab**.

STEP-2. Select on (insert down arrow) in DAFSC/Job series: field. Select AFSC.

STEP-3. Double click on **Individual's Signature** box.

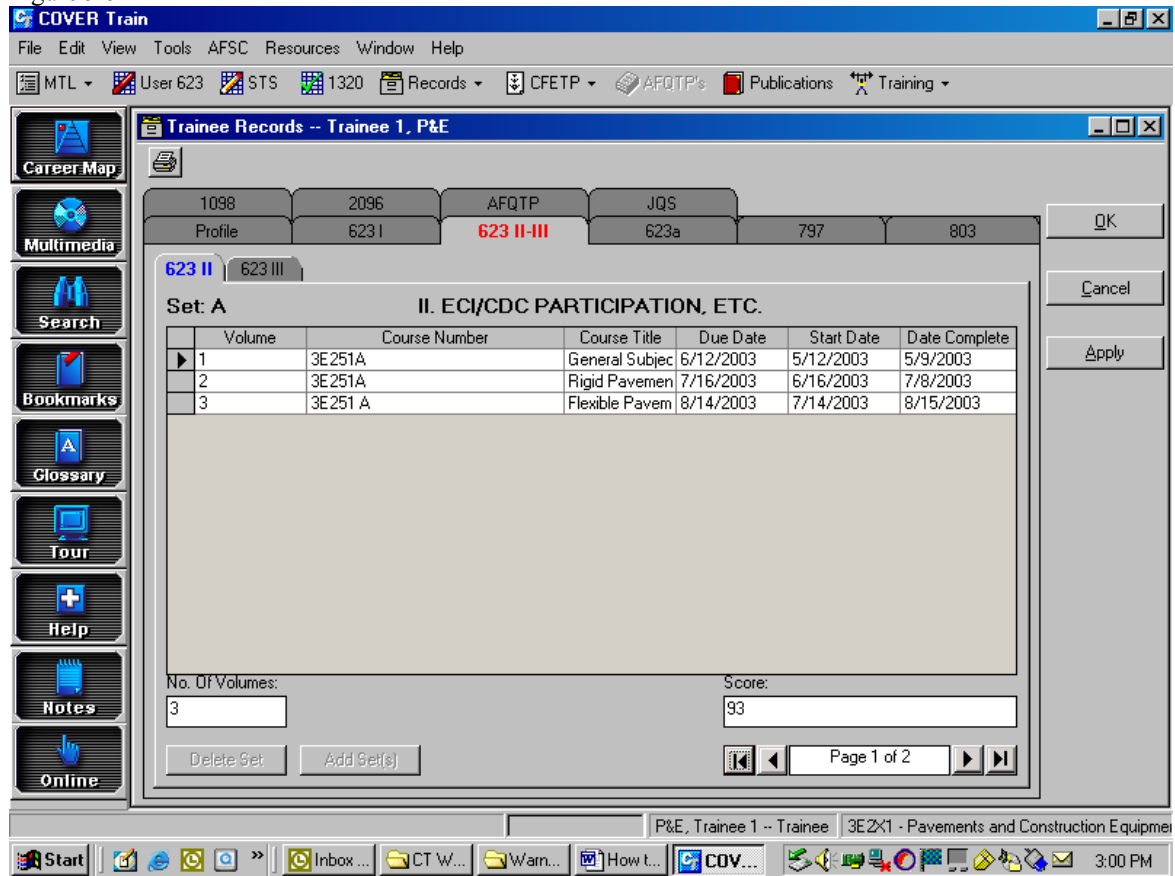
STEP-4. Input your User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when log on as a trainee.

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9.9. 623 II-III

Figure 9-9



9.9.1. 623 II

Follow the below step to view your ECI/CDC Participation

STEP-1. Select 623 II-III Tab.

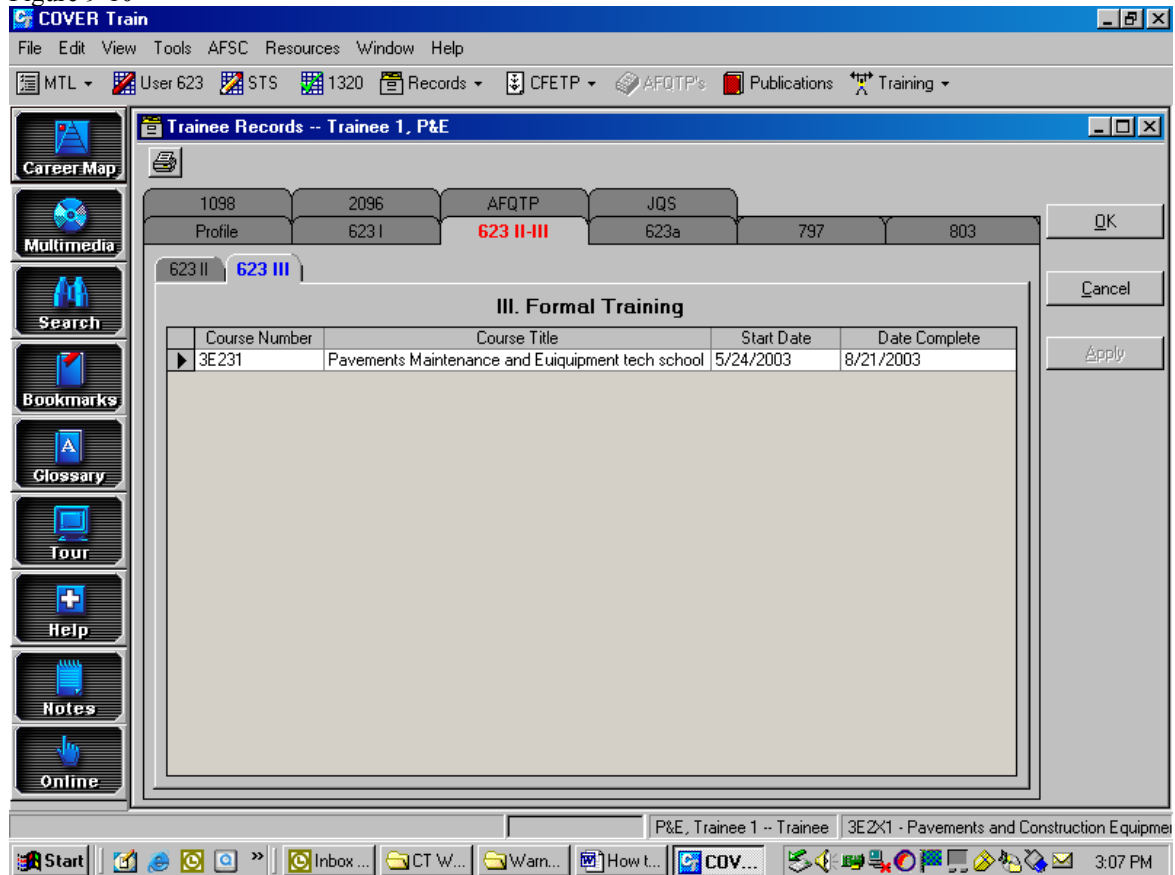
STEP-2. Select 623 II Tab.

STEP-3. Select arrow buttons on bottom left hand of screen to go through pages.

NOTE: Updates can only be made by your Immediate Supervisor, Shop Supervisor or UTM.

9.9.2. 623 III

Figure 9-10



Follow the below step to view your ECI/CDC Participation

STEP-1. Select 623 II-III Tab.

STEP-2. Select 623 III Tab.

STEP-3. Select arrow buttons on bottom left hand of screen to go through pages.

NOTE: Updates can only be made by your Immediate Supervisor, Shop Supervisor or UTM.

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9.10. 623a

Figure 9-11

The screenshot displays the COVER Train application window. The title bar reads "COVER Train". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. A left-hand navigation pane includes buttons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window title is "Trainee Records -- Ralph, Boyd". Below this is a tabbed interface with tabs for 1098, 2096, AFQTP, JQS, 797, and 803. The "623a" tab is selected and highlighted in red. The form content is titled "ON - THE - JOB TRAINING RECORD CONTINUATION SHEET" and contains the text: "Briefed A1C Boyd on his training responsibilities for completing CDC's. Issued him vol 1 of the 3E251A set and explained that I expected the vol to be completed by 16 Feb 03. I explained that I will conduct weekly status checks with him and if he needed any clarification on the material to let me or know." Below the text is a box labeled "Form 623a". At the bottom of the form are fields for Date (1/16/2003 2:07:35 PM), Trainee Signature (Boyd Ralph A1C), and Supervisor Signature (Smith Joe TSgt). To the right of the form are buttons for OK, Cancel, and Apply. The status bar at the bottom shows "Ready", "Boyd, Ralph -- Trainee", "3E9X1 - Readiness (97 w/ 99 Interim)", and "CAPS". The Windows taskbar at the very bottom shows the Start button, several open applications including COVER Train and Draft How to Guide.doc, and the system clock showing 3:11 PM.

The AF Form 623a is used to document an individual's training progression. This form is used to reflect status, counseling and breaks in training. Both the supervisor and trainee must sign and date all entries. Follow the below steps to view your On the Job Training Continuation sheets (623a):

STEP-1. Select **623a Tab**.

STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new forms. Trainee must sign form in author's presence using steps below:

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

9.11. Review / Update JQS

Figure 9-12

The JQS form is used to document STS task completion. To initial task completion follow below steps:

STEP-1. Select **JQS Tab**. Tasks will show only if you're enrolled in a task by supervisor from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select **Trainee** box to initial task. Type in your Password, your User ID will automatically show up. On core task the AFQTP must be initialed prior to JQS.

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9.12. AFQTP

Figure 9-13

COVER Train - [Trainee Records -- Ralph, Boyd]

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Complete
15.1.1.	Perform Operational Checks	8245	*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	1/21/2000
15.1.2.	Perform Operators Maintenance		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.3.1.	Haul Material		*	1/16/2003				
15.1.3.2.	Dump Material		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.3.3.1	Gravel		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.4.1.	Removal	8175	*					
15.1.4.2.	Installation	8175	*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	9/27/2000
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					
22.1.2.	Perform Operator Maintenance		*					
22.1.3.2.	Excavate with rear bucket		*					

Ready. Boyd, Ralph -- Trainee 3E9X1 - Readiness (97 w/ 99 Interim) CAPS

Start COVER Train - [Trainee ...] Draft How to Guide.doc - Micr...

3:16 PM

The AFQTP form is used to document completion of Air Force Qualification Training Packages. To initial completion on task follow below steps:

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if you are enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select **Trainee** box. Type in your Password. User ID will automatically show in trainee box.

9.13. 1098

Figure 9-14

Trainee Records -- Larry, Holden

Profile: 623 I, 623 II-III, 623a, 797, 803
 2096, AFQTP, JQS

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING

Unit Office Symbol	Task Number	Task, or Recurring Training and Technical References	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date
	1.1.	Task 1			HOLDEN			Annual	12/31/2006
	1.2.	Task 2						1 AEF Cycle	

Buttons: OK, Cancel, Apply, Trainee, Certifier, Recertify, Delete

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab or 1098 tasks are assigned to trainees duty position.

STEP-2. Highlight task by clicking on gray box to the left of the task

STEP-3. Click on trainee's initial box on left side of screen. Input password.

NOTE: To recertify task highlight task and click on Recertify button on right side of screen. Input password. Have certifier input user ID and password. Due date will change to next set due date.

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9.14. 797

Figure 9-15

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Trainee 1, P&E

1098 2096 AFQTP JQS
 Profile 623 I 623 II-III 623a **797** 803

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS

Task Number	Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
▶ 1.1.	Test 1	N/A					
1.2.	Test 2	5 - Level					

OK Cancel Apply

Trainee Trainer Certifier Delete

P&E, Trainee 1 -- Trainee 3E2X1 - Pavements and Construction Equipment

Start Inbox ... CT W... Warn... How t... COV... 3:15 PM

The AF Form 797 is a continuation of your CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. To initial task follow the below steps:

STEP-1. Select 797 Tab.

STEP-2. Select ▶ next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select Trainee box and input your User ID and Password to initial task or tasks.

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9.15. 803

Figure 9-16

The screenshot shows the COVER Train software interface. The title bar reads "COVER Train - [Trainee Records -- Ralph, Boyd]". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar shows various icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. On the left side, there is a vertical toolbar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window displays the "REPORT OF TASK EVALUATIONS" form. At the top, there are tabs for 1098, 2096, AFQTP, JQS, 623 I, 623 II-III, 623a, 797, and 803 (highlighted in red). The form fields are as follows:

Last Name:	First Name:	MI:	Grade/Rank:	AFSC:
Boyd	Ralph		A1C	3E2X1

JQS Task Items Evaluated: ☒ In UGT

- 15.1. Dump Trucks
- 15.1.1. Perform Operational Checks
- 15.1.2. Perform Operator Maintenance

Remarks: ☒ Satisfactory ☐ Unsatisfactory

Remarks:
A1C Boyd satisfactory demonstrated the above tasks.

Date:	Evaluator:	Signature:
1/16/2003 2:49:03 PM	Jones Jack MSgt	Jones Jack MSgt

Page 1 of 1

Ready. Boyd, Ralph -- Trainee 3E2X1 - Readiness (97 w/ 99 Interim) CAPS

The AF Form 803 is used to document task evaluations. Follow the below steps to view your Task Evaluations (803):

STEP-1. Select **803 Tab**.

STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new Evaluations.

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9.16. Export Trainee Disk

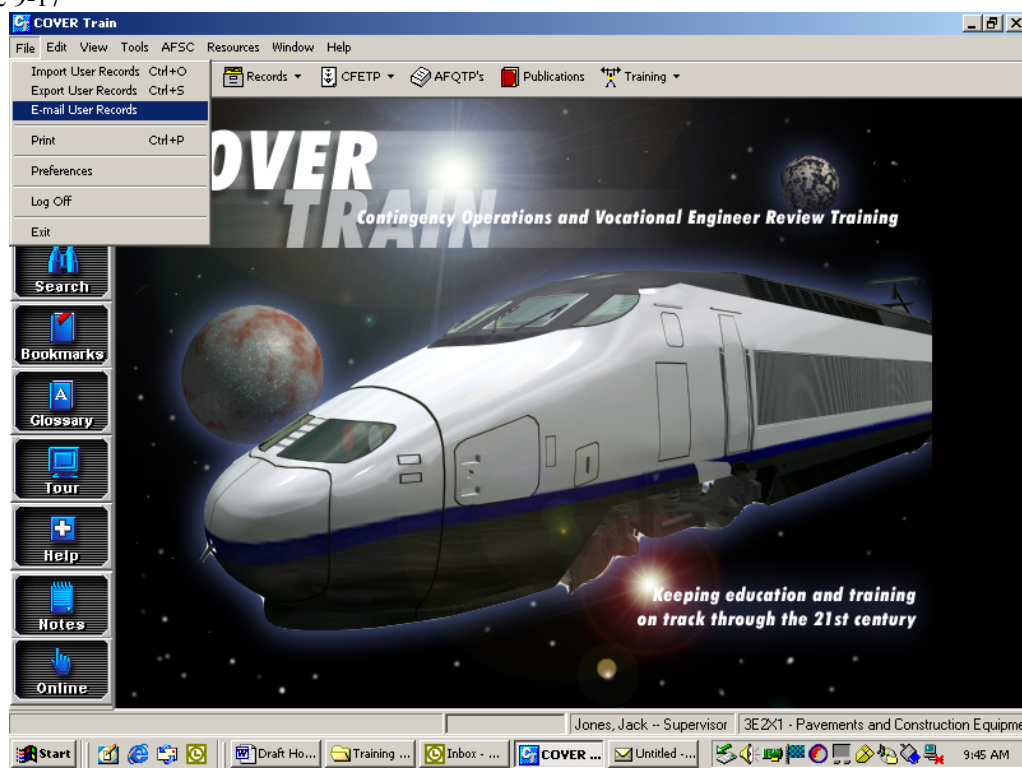
See page 59 in Immediate Supervisor section 6.3.14. on page 59

9.17. Import Trainee Disk

See page 61 in Immediate Supervisor section 6.3.15.

9.18 E-Mail Records

Figure 9-17



NOTE: You must save your record to a disk or file on your hard drive. Follow the Export records function on previous page then follow below steps:

STEP-1. Select **E-Mail User Records** from the File menu to launch Microsoft Outlook.

STEP-2. Enter the e-mail address of the person to whom you are sending the file in the **To** field.

STEP-3. Select  to attach a file.

STEP-4. Browse to the location where you saved your student file and select the file.

STEP-5. Select **Send**.

HINT: You may want to “Zip” the file using a zip utility before you send your e-mail. This will help in reducing the size of the attached file.

APPENDIX

Featured Highlights and Specifications

Access Level Functions: Note users can have multiple access levels

Trainee – Establishes a training record and authorizes initials in all forms in trainee column for that record. NOTE: Must be checked if training record is required for individual.

Certifier – Authorizes user to access any training record in their AFSC and allows their signature in certifier column in all forms. Note: tasks must have a start date established. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry.

Trainer - Authorizes user to access any training record in their AFSC and allows their signature in trainer column in all forms. Note: tasks must have a start date established. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry.

Immediate Supervisor – Places individual in Immediate Supervisor drop down menu on profile screen. When selected allows access to record and authorizes assigning of duty positions, transcribe record, enrollment of tasks and assignment of start/due date for tasks. Allows loading of Trainers, Certifiers, and Trainees into the program.

Supervisor – Authorizes creation of MTL and duty positions for AFSC and section assigned. Places individual in Supervisor drop down menu on profile screen. When selected allows access to record and authorizes assigning of duty positions, transcribe record, enrollment of tasks and assignment of start/due date for tasks. Allows loading of Supervisors, Immediate Supervisors, Trainers, Certifiers, and Trainees into the program.

UTM - Authorizes user view rights to access any training record in unit. Allows creation of 623a record for trainee to include ability to sign in supervisor box for 623a entry. Allows loading of all users into the program.

Admin-First Login Functionality—After installation of COVER Train, the UTM should first change password, review the Responsibilities document, launch OJT CBT package, add one shop supervisor per AFSC/section. The Generic Login is **Username: 123456789 Password: 123abcd!**

Admin-STs—When the administrator selects this button, COVER Train lists all available specialties in the F&FW window, allowing the user to double-select one of the specialties and display it. Once a specialty is selected, the STS opens, functioning just as it does

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from the trainee menu. When the user selects CFETP or AFQTP fields the document or abstract displays in the documents window.

Admin-1320—Details a shop's enrollment and status of trainee's progress in completing assigned tasks. Lists all tasks with at least one trainee enrolled for the current shop/specialty. Lists all trainees currently enrolled for the current shop/specialty. Details the trainee's status on each task. Displays list of Trainers and Certifiers.

Admin Records (FILE): Import user Records: Used to copy trainee records from a disk to database. **Export Users records:** Used to copy trainee records from database to a disk. **E-mail user records:** Used to copy trainee records to a file to e-mail.

Bookmarks—Reflect current user's name; allows user to add, remove, or re-name bookmarks.

Career Map— Aerospace video clip representing the Air Force enlisted career path.

Duty Position: Create: Shop supervisor function used to identify a duty positions from sections MTL. **View:** Used to view duty position task requirements. **Import:** Used to copy duty position into a section. **Export:** Used to copy a duty position.

Glossary—Lists the most common training terms, accessible by letter or search.

Help—Provides topic-oriented and context-sensitive assistance within the application.

Media List—Interactive tree view list of video clips, categorized by Specialty ID.

MTL (Master Task List) Create: Shop supervisor function used to identify 100% task coverage for section. **View:** Used to view section task requirements. **Import:** Used to copy MTL into a section. **Export:** Used to copy a MTL. **Transcribe:** Used to transfer MTL tasks from one CFETP/STS publication date to the next.

Notes—Allows user to write, manage, and print personal notes and information.

Online—Launches default browser to <http://www.afcesa.af.mil/>.

Preferences—Allows user to adjust various settings to personal taste.

Profile Screen – Shows users and trainee's information including such things as: Name, Rank, Phone number, Base, AFSC, Unit, and Section.

Search—Allows user to search COVER Train using pre-selected drop-down list categories.

Tour—External CBT for COVER Train users on features and functionality.

Trainee 623a (On the Job Training Record continuation sheet) Tab in trainee's record to document trainee's training progression. Trainee and supervisor must enter electronic-initials (E-ID) on all entries.

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Trainee 797 (Job Qualification Standard continuation sheet) Tab in trainee's record to document training on required tasks not identified in the STS. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee 803 (Report of Task Evaluations) Tab in trainee's record used by Unit training managers, supervisors, certifiers and trainers to document task evaluations.

Trainee 1098 (Special Task Certification and Recurring Training) Tab in trainee's record to document certification or recurring training. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than certifier enters electronic-initials (E-ID) in the applicable field after certification or recurring training is complete.

Trainee-AFQTPs -- Tab in trainee's record to document AFQTP completion. Trainee must be enrolled in core/diamond task from enroll tab or assigned a duty position. The trainee, than trainer enters electronic-initials (E-ID) in the applicable field after completion of AFQTP.

Trainee-CFETP Part I—Allows the trainee access to CFETP Part I document through a tree view interface. Trainee must view the documents sequentially and complete the quiz before CFETP Part II, the Technical Reference Library, AFQTP's, and CAT I/CAT II are unlocked. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-CFETP Part II—Function is not available until the trainee has completed all nodes in the CFETP Part II. Lists all CFETP Part II documents and allows access through a tree view form. The trainee is not required to complete nodes in order. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-Formal Training—Lists all Formal Training documents and allows access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

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Trainee JQS (Job Qualification Standard) Tab in trainee's record to document training on STS tasks. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee STS (Specialty Training Standard) Trainee's specialty is in the screen title, and all tasks for that Specialty ID is listed in each form. AFQTP abstracts and documents for AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 may be viewed by double-clicking icon in the QTP field.

Trainee-Technical Reference Library—Function is not available until all nodes in Technical Reference library are completed. Lists all Technical Reference library documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-Prime Beef-- Function is not available until all nodes in CAT I & Cat II are completed. Lists all CAT I & Cat II documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window. **NOTE:** specific and general AFSC requirements will be added at a later date.

Trainee-Pubs and Resources-- Lists all Pubs and Resources documents and allows access through a tree view interface. This form is the same for all specialties. Double clicking a node will display an abstract and thumbnail of the document in the documents window.

Transcribe (Electronic) – Transfers all tasks from the current CFETP / STS to the next Publication date of the CFETP / STS.

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